

Full Legal Name \_\_\_\_\_ PeopleSoft ID# \_\_\_\_\_

Program of Graduate Study \_\_\_\_\_ Anticipated Date of Graduation \_\_\_\_\_

JMU Email/ eID \_\_\_\_\_ Local Phone Number \_\_\_\_\_

Permanent Address and Phone # \_\_\_\_\_

Birth Date \_\_\_\_\_ Ethnicity \_\_\_\_\_ O male O female U. S. Citizen? O Yes O No

GA/TA Supervisor Name \_\_\_\_\_ Supervisor Empl ID # \_\_\_\_\_

***An assistantship contract should be submitted at least 30 days prior to the contract start date to avoid a delay in financial aid or stipend payment.***

Position Type (Choose One):	Graduate Assistant (GA)	Teaching Assistant (TA)	Athletic Assistant (AA)
	Service Assistant	Research Assistant (RA)	Doctoral Assistant (DOC)

**Departmental /Payroll Information**  
The position number used must have the correct position type as chosen above.

Department \_\_\_\_\_ Contact Person \_\_\_\_\_

Dept. Org. Code \_\_\_\_\_ Email \_\_\_\_\_

Position # \_\_\_\_\_ Phone # \_\_\_\_\_

Stipend Amount \_\_\_\_\_ Dept. Fax # \_\_\_\_\_

Account Code : 114200 Mail Stop Code \_\_\_\_\_

Contract Start Date \_\_\_\_\_ Contract End Date \_\_\_\_\_  
(Contracts start on 10<sup>th</sup> or 25<sup>th</sup>) (Contracts end on 9<sup>th</sup> or 24<sup>th</sup>)

**Tuition Information**  
Residency Classification (must match People Soft) (Choose one):

A - This student is a Virginia resident and receives an in-state tuition scholarship.  
 B - This student is a Non-Virginia resident and receives an out-of-state tuition scholarship.  
 C - This student is a Non-Virginia resident but does NOT receive an out-of-state tuition scholarship. *The student receives an in-state tuition scholarship and assumes responsibility for the difference between in-state and out-of- state tuition.*  
 D - This student is a Non-Virginia resident but does not receive an out of state tuition scholarship. *The student assumes responsibility for the difference in rate between in-state and out-of-state tuition; **however, the hiring program/department agrees to pay an additional sum of \$\_\_\_\_\_ toward tuition.** These additional funds may affect the student's financial aid package.*  
 If "D," Tuition Org paying the additional sum: # \_\_\_\_\_

Total Tuition Hours Covered \_\_\_\_\_ Tuition Paid by Dept. Org # \_\_\_\_\_  
 (Typically 9 hours per semester, 18 hours full academic year)

**Graduate Assistants should not begin working until their contracts have been processed and approved.**

## James Madison University Assistantship Contract

The following conditions apply to all graduate assistantships at James Madison University. Failure to comply with the terms of this contract will cause a delay in processing of stipend/tuition payments or may void contract. By signing this agreement, the student and the hiring area agree that the student:

- a. must be accepted (conditionally or unconditionally) into a graduate program and maintain good academic standing in the graduate program (3.0 GPA or better);
- b. must be enrolled as a degree-seeking, full-time student (nine **graduate** hours each semester, an underload no less than 6 graduate hours during the program of study may be approved in certain situations), student is responsible for all undergraduate tuition and any tuition beyond the terms of the contract. Tuition will be covered at the on-campus rate for the hours stated on the contract. **Charges for web-based courses which exceed the tuition costs included in the terms of the contract will be the responsibility of the student.** Student is responsible for tuition for courses dropped after the tuition refund deadline.
- c. is aware that additional JMU employment must be approved by the program director or advisor, GA supervisor and TGS.\*
- d. must return any unused portion of the assistantship funds to the university should he/she graduate, withdraw or be unable to perform his/her duties;
- e. is aware that the assistantship stipend is exempt from unemployment compensation as specified in the Virginia Unemployment Compensation Act;
- f. will receive from the university a Wage and Salary Statement (IRS Form W-2) which will be forwarded to the student after the end of the calendar year;
- g. understands that acceptance of the assistantship constitutes an agreement which both the student and TGS expect to honor; therefore, notification in writing must be provided by the student to TGS if the terms of the contract will not be fulfilled;
- h. who matriculates in a program requiring a thesis, agrees that continuing employment is contingent upon satisfactory progress on thesis research as determined by the student's adviser prior to and during the contract period; and
- i. understands that an official final transcript with the baccalaureate degree must be received no later than the end of the initial semester of the assistantship.
- j. understands that the contract dates may vary from the actual dates the GA is expected to report to the assistantship department. Actual expected work dates: \_\_\_\_\_ (Not to include dates when the university is closed unless by mutual agreement.)
- k. All students offered an assistantship should review the [Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants.](http://www.jmu.edu/grad/files/cgs-resolution.pdf) (<http://www.jmu.edu/grad/files/cgs-resolution.pdf>)
- l. If you are teaching as Instructor of Record as part of your GA/TA responsibilities, you authorize a copy of your official JMU transcript to be forwarded to the hiring academic unit as a condition of employment.

**The Student Employment position description form signed by the student must be submitted with each assistantship contract, including rehires.**

**\*Additional JMU Employment:** Graduate students who receive a stipend from VA state funds are allowed to accept JMU employment in addition to the 20 assistantship hours with permission from The Graduate School and the student's program director or advisor and assistantship supervisor. They should carefully consider the effect of additional employment on academic performance. Students cannot be paid for work until it is approved. Under the Affordable Care Act, non-fulltime employees may work no more than 29 hours per week on average (no more than 1500 hours annually). Additional employment should be approved prior to work completion. The student should submit the signed Approval of Additional Employment form to The Graduate School before beginning additional work.

Student Signature _____	Date _____
"I affirm that my residency status is accurate in the tuition section of this contract. I have read and agree to the terms of this contract."	
Department Signature _____	Date _____
<small>Note: The Departmental signature above authorizes the expenditure and certifies that funds are available in accordance with Section 33 of the JMU Financial Procedures Manual. Item "D" above requires a signature from the person with signatory authority, if not the same individual.</small>	
Dean _____ (if applicable)	Date _____
TA Faculty Supervisor Signature _____ (Use only for TA contracts)	Date _____
Grants/Contracts Financial Services Director _____ (Required for grant contracts only)	Date _____
Director Graduate Student Financial Support _____	Date _____
Student Employment Signature _____	Date _____

**Attach the contract, position description, and copy of SS card to the ePAR. Mail hiring forms to Payroll.**