**Revised or not:** Choose one

**Date** B00000000

Dear First Name Last Name,

Congratulations! Upon recommendation of the faculty in the department of [\_\_\_\_\_], I am pleased to offer you a **Clifford D. Clark Fellowship Program Award for the Academic Year or Semester:** Choose one! You have been carefully chosen for this competitive fellowship program based on your high academic merit and individual strengths. This fellowship program includes a graduate assistantship with a stipend in the amount of **$[\_BOLD\_],** as well as a tuition scholarship for the **Duration of Tuition Scholarship:** Choose one**.**

Up to **$[\_BOLD\_]** of your **In-State or Out-of-State:** Choose one tuition costs for eligible graduate courses will be covered by the tuition scholarship. Tuition scholarships do not cover mandatory student fees, which you will be responsible for paying prior to the beginning of each semester. Full time, fully funded PhD students may receive a broad-based fee scholarship under separate cover.

**Winter and/or Summer Award**: Choose one

With satisfactory academic progress, satisfactory progress in time-to-degree and recommendation of your graduate program, this fellowship may be renewed up through summer 2026.

**DUTIES & EXPECTATIONS**

You will be assigned as a Graduate Assistant during the **Duration:** Choose one. Your department's Director of Graduate Studies is responsible for planning specific activities, schedules, and levels of effort, in consultation with you, your advisor, and other program faculty and staff. Employees in this bargaining unit are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations. **Please note that your assistantship duties during your first year will be to become grounded in your academic program and become familiar with department operations, procedures, research protocols and conduct research as assigned, if applicable.**

GA/TAs are expected to divide their time between their assistantship duties and the pursuit of a graduate degree. Any additional work assignment by any full-time (20 hour) GA/TA is **generally prohibited** and would require exceptional circumstances and explicit approval from the Graduate School prior to the commencement of performing any duties. You may review the Student Employment Policies here: http://www.binghamton.edu/operations/policies/personnel-and-payroll/student-employment.html. -**Clark Fellows are not permitted to hold dual employment at the University while they are funded by the fellowship.**

Your fellowship requires that you be on campus either attending classes and/or conducting research. You will, at times, be expected to attend seminars that are offered by the Graduate School to support and promote academic progress and professional development. **Clark Fellows will be expected to register for** **the Graduate Community of Scholars course: GRD 592, Credits: 0, Grade: S/U. The GRD 592 course will be a noncredit graduate course that will meet on an intermittent but regular basis throughout the academic year. Topics that will be covered will include career development, dissertation writing and publishing, and will look at a number of issues/concerns Clark students may have.**

Your participation in the fellowship program carries with it several general conditions:

* You must maintain continuous full-time enrollment and you must remain in residence throughout the duration of your fellowship. Departures for extended periods must be approved in advance by your program's Director of Graduate Studies and by the Graduate School; a form is available in the Graduate School for such requests.
* Fellows are not permitted to hold other employment or positions.
* You must make good academic progress to remain a Fellow. The Graduate School's standards include a grade point average of at least 3.0; your program may have more specific definitions of progress. We will all work with you throughout your academic career here to ensure your success.

Exceptions to any of the policies governing Clark Fellows should be requested first through your program’s Director of Graduate Studies and secondly through the Associate Dean of the Graduate School.

**BENEFITS**

For the purposes of collective negotiations, this assistantship position is represented by the Graduate Student Employees Union (GSEU)/Communications Workers of America, Local 1104 and is eligible for health insurance benefits and reduced parking rates as negotiated. Health insurance benefits are available to assistants who are appointed to at least one-half position and who earn a minimum stipend amount as stipulated in the current contract.

**EMPLOYMENT & PAYROLL DATES**

**Fall or Spring Start:** Choose one. Your assistantship appointment is expected to extend from **Employment Dates**: Choose one. If you accept this assistantship offer, you will be expected to attend university mandated orientation activities prior to the start of classes. Orientation details are typically sent out via email and announced on the Graduate School’s website in early summer.

Payroll information: Provided you have completed all paperwork including the federally required I-9 on time, the following is the payroll schedule and when you may expect a check. (Please note, the state runs on a two-week lag payroll).

**Payroll Dates:** Choose one.

**TERMS & CONDITIONS**

The enclosed “Terms and Conditions for Graduate/Teaching Assistant Employment” outlines your obligations with respect to your employment conditions and is considered an integral part of this offer.

**TERMS OF ACCEPTANCE**

We hope that you will accept this offer of funding. If you choose to accept, please return a single PDF file that includes this letter along with the items below. You may submit this information via email or fax to [email@binghamton.edu ; 607-777-XXXX]:

• Signed “Terms and Conditions for Graduate/Teaching Assistant Employment”

• Signed “Terms and Conditions for Tuition Scholarships”

• Completed “GA/TA Employee Information Form”

You may wish to make extra copies for your own records. If you choose to decline this offer, please notify us as soon as possible via the contact information provided.

We would greatly appreciate receiving your response regarding this offer by **Date**, as your timely response will be helpful to us in planning for the coming year. We will consider this offer valid until **Date** unless you decline before that date. If your reply is not received by **Date** this offer may be rescinded. This offer is made in compliance with the Council of Graduate School’s Resolution Regarding Graduate Scholars, Fellow, Trainees and Assistants.

Sincerely,

[Insert electronic signature or delete for ink signature]

[Type Graduate Director Name]

Graduate Director, Department of [INSERT]

Important Links

<https://www.binghamton.edu/grad-school/admissions/new-graduate-students/orientation/index.html>

<https://www.binghamton.edu/offices/human-resources/benefits/gseu/index.html>

<https://www.binghamton.edu/offices/human-resources/employees/new-employees/teaching-assistants.html>

<https://www.binghamton.edu/operations/policies/policy-614.html>

[cgsnet.org/ckfinder/userfiles/files/CGS\_April15\_Resolution\_Oct2020Revision.pdf](https://cgsnet.org/ckfinder/userfiles/files/CGS_April15_Resolution_Oct2020Revision.pdf)

https://www.binghamton.edu

**Terms and Conditions for Graduate/Teaching Assistant Employment**

**REGISTRATION AND PERFORMANCE REQUIREMENT**

Graduate students supported by University funding are required to be registered full time in a graduate degree program.

* To be registered full time, Level 1 (first-year masters) students must register for 12 graduate credits. Level 2 (second-year masters) students, and Level 3 and 4 (doctoral) students must register for 9 graduate credits.
* Registration must be completed before the first day of classes each semester. Continuing students must register in advance.

Assistantship awards are merit-based. Students must be making satisfactory progress toward degree completion.

* Recipients of University funding must maintain a grade point average of at least 3.0. A GPA of less than 3.0 results in probation; students on probation are not eligible to receive University funding. In addition, a GPA below 3.0 may also result in loss of this award.
* Students must not have a grade of Withdrawn or No Credit that causes registration to drop below full-time in a semester when University funding was received.
* Students should not have Incomplete grades.

**EMPLOYMENT**

Recipients of Graduate/Teaching Assistantships are assigned duties in support of teaching or research. Specific information regarding the duties of the assignment will be provided by the graduate program director for the student's department.

Graduate student employees on a full/half assistantship are generally expected to provide 20/10 hours of service per week. Employees in this bargaining unit are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations.

GA/TAs are expected to divide their time between their assistantship duties and the pursuit of a graduate degree. Any additional work assignment by any full-time (20 hour) GA/TA is generally prohibited and would require exceptional circumstances and explicit approval from the Graduate School prior to the commencement of performing any duties.

Any request for permission to work must be accomplished through the form at the link below and must include the 20 hour GA/TA work schedule, the proposed work schedule of the second assignment, and approval of the GA/TA supervisor. Incomplete forms will not be considered.

Petition for Approval of GA/TA Dual Employment form is available online:

[www.binghamton.edu/grad-school/resources/forms.html](http://www.binghamton.edu/grad-school/resources/forms.html)

**RENEWAL/CONTINUATION OF AWARDS & OTHER LIMITATIONS**

Renewal or continuation of assistantship awards for second and subsequent semesters will be contingent on availability of funds and operational needs as well as on satisfactory performance of assistantship duties and satisfactory academic progress.

All awards are renewed on a competitive basis and are granted for a maximum of two semesters at a time during a given academic year. Eligibility for University funding is limited by department policy, within these general guidelines:

* Master’s students may be supported by University funds for a maximum of 4 semesters.
* Doctoral students who enter a graduate program with a master’s degree in the same field may receive a maximum of 8 semesters of support.
* Doctoral students who enter a doctoral program with a bachelor’s degree may receive a maximum of 12 semesters of support.

If a tuition scholarship is granted in addition to an assistantship, resignation or revocation of the assistantship will automatically result in the revocation of the tuition scholarship as well. See the “Terms and Conditions of a Tuition Scholarship” for complete information governing that award.

**REQUIRED HUMAN RESOURCES FORMS**

The Immigration Reform & Control Act requires that all students on the GA/TA payroll or Research Foundation payroll provide proof of identity and employment eligibility, via the I-9 Form, before employment begins. TA/GAs may not be placed on a state payroll or begin their assistantship responsibilities before this form has been completed. You must complete this form in person at the Human Resources Office, Room AD-244 (607-777-4185). For more information, go to: [www.binghamton.edu/human-resources/new- employees/new-gata.html](http://www.binghamton.edu/human-resources/new-%20employees/new-gata.html)

**ASSISTANTSHIP BENEFITS**

Graduate/Teaching Assistants (GA/TAs) are represented by the Graduate Student Employees Union (GSEU) and qualify for benefits as negotiated. Health insurance benefits are available to assistants who are appointed to at least a one-half position and who earn a minimum stipend amount as stipulated in the current contract. Health insurance benefits are not automatic. If Graduate and Teaching Assistants wish to enroll in the GSEU health insurance plan, they must do so within 45 days of the data of appointment. Health insurance information is available from the Human Resources Employee Benefits Office (607-777-4885) or at [www.binghamton.edu/human-resources/new-employees/new-gata.html](http://www.binghamton.edu/human-resources/new-employees/new-gata.html).

International students should refer to their employment offer and appointment letters for more information about benefits for students with certain visa types. The International Student and Scholar Services Office (ISSS) includes health insurance information on their website at: [www.binghamton.edu/international/student-scholar-services/health-insurance/index.html](http://www.binghamton.edu/international/student-scholar-services/health-insurance/index.html).

**Signing this document indicates that you have read and agree to abide by these terms and conditions, and that you accept the funding offer. Your failure to meet these requirements could result in a temporary hold on your paycheck or termination of your assistantship.**

B-Number: B00000000 Student Signature:

Date: Student Name: First Name Last Name

**Terms and Conditions for Tuition Scholarships**

**REGISTRATION AND PERFORMANCE REQUIREMENTS**

Graduate students holding tuition scholarships are required to be registered full time in a graduate degree program.

* To be registered full time, Level 1 (first-year masters) students must register for 12 graduate credits. Level 2 (second-year masters) students, and Level 3 and 4 (doctoral) students must register for 9 graduate credits.
* Registration must be completed before the first day of classes each semester. Continuing students must register in advance.
* Students who decline or resign assistantships/fellowships or who allow their registration to drop below full time may become liable for repayment of tuition scholarship awards.

Tuition scholarships are merit-based. Students must be making satisfactory progress toward degree completion.

* Recipients of tuition scholarships must maintain a grade point average of at least 3.0. A GPA of less than 3.0 results in probation; students on probation are not eligible to receive tuition scholarships. Students must not have a grade of Withdrawn or No Credit that causes registration to drop below full-time in a semester when University funding was received.
* Students should not have Incomplete grades.

**PAYMENT OF STUDENT ACCOUNTS BILL**

Recipients of tuition scholarships are required to pay the remainder of their bill in full (or return a zero balance bill) by the deadline advertised by the Office of Student Accounts (tuition may be deducted from the total amount due). Failure to do so will result in late fees and penalties.

**FEDERAL FINANCIAL AID**

All qualified funded students are required to complete FAFSA (Free Application for Federal Student Aid). All tuition scholarship support is used to establish financial aid loan and Federal Work Study eligibility. Students who have applied for financial aid assistance should be aware that a tuition award does affect the amount of loan eligibility. For more information please contact the Financial Aid Office at (607) 777-2428 or email [finaid@binghamton.edu](mailto:finaid@binghamton.edu).

**NEW YORK STATE RESIDENCY**

Tuition scholarship support generally covers tuition costs at New York State resident rates only. Immediately upon arrival, out-of-state residents who are U.S. citizens or permanent residents must take every appropriate action necessary to establish residency. For more information on how to establish residency, please review the residency section of the Student Accounts website at: [www.binghamton.edu/student-accounts/residency/apply.html](http://www.binghamton.edu/student-accounts/residency/apply.html).

Exceptions to this requirement are made for students who are not eligible to become New York State residents, such as international students on temporary (F and J) visas. Exceptions may also be granted by the academic department if all appropriate and timely actions required to establish residency have been taken but the application is denied by the Student Accounts Office.

Alternatively, you will be responsible to pay for the difference between in-state and out-of-state tuition beginning with the third semester of funded enrollment.

**LIMITATIONS**

Tuition scholarship awards do not cover undergraduate courses, audited courses, physical education courses and repeated courses, nor will these courses count toward full-time status. Tuition scholarship awards do not cover mandatory university fees.

Graduate tuition scholarships are generally limited in time, to a maximum of four semesters for students enrolled in a master’s degree program. Students enrolled in a doctoral degree program with a master’s degree in the same field are generally eligible to receive tuition support for a maximum of 8 semesters and those entering a doctoral program with a bachelor’s degree are generally eligible to receive tuition support for a maximum of 12 semesters.

**Signing this document indicates that you have read and agree to abide by these terms and conditions, and that you accept the tuition scholarship offer. Your failure to meet these requirements could result in a revocation of your tuition scholarship.**

B-Number: B00000000 Student Signature:

Date: Student Name: First Name Last Name

Graduate Tuition and Fee Rates 2021‐22 Academic Year

The table below summarizes the graduate tuition and broad-based fee billing rates for the credit hours indicated. Mandatory University fees are not covered by an Assistantship and/or Tuition Scholarship offers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Per Academic Year for Residents (New York State Students)** | | | | | |
|  | **Graduate** | **Business Administration (MBA)** | **Nursing Practice (DNP)** | **Social Work (MSW)** | **Pharmacy (PharmD)** |
| **Tuition (24 Credits)** | $11,310 | $15,000 | $25,120 | $13,080 | $26,450 |
| **University Fees** | $2,470 | $2,470 | $2,470 | $2,470 | $2,470 |
| **Total** | $13,780 | $17,470 | $27,590 | $15,550 | $28,920 |
|  |  |  |  |  |  |
| **Per Academic Year for Non-Residents (Out-of-State and International Students)** | | | | | |
|  | **Graduate** | **Business Administration (MBA)** | **Nursing Practice (DNP)** | **Social Work (MSW)** | **Pharmacy (PharmD)** |
| **Tuition (24 Credits)** | $23,100 | $24,390 | $32,160 | $22,210 | $37,140 |
| **University Fees** | $2,470 | $2,470 | $2,470 | $2,470 | $2,470 |
| **Total** | $25,570 | $26,860 | $34,630 | $24,680 | $39,610 |

\* Figures are current for January 2022 and are subject to change. Tuition rates for online courses for non-residents may differ.

\*\* International students should add an average $1,800.00 for international student health insurance and international admin fee per semester enrolled. New international students are also required to pay a one‐time $110 new student fee.

\*\*\* Some programs, including those in the College of Community and Public Affairs, School of Management, School of Pharmacy and Pharmaceutical Sciences and Thomas J. Watson College of Engineering and Applied Science, may have additional fees.

\*\*\*\* Some courses have additional fees specific to enrollment in those courses. For a complete breakdown of student fees, including program‐specific fees, please visit the tuition and fees charts on the Student Accounts website:

<https://www.binghamton.edu/student-accounts/tuition-fees/tuition-semester/index.html>

https://www.binghamton.edu/international/student-scholar-services/health-insurance/index.html