**Revised or not:** Choose one

**EIN/None:** Choose one

**Date** B00000000

Dear First Name Last Name,

Congratulations! The department of [\_\_\_\_\_] is pleased to offer you a a **Assistantship Type:** Choose one Assistantship for the **Academic Year or Semester:** Choose one! You have been carefully chosen for this competitive position based on your high academic merit and individual strengths. This assistantship includes a stipend in the amount of **$[\_BOLD\_].**

**DUTIES & EXPECTATIONS**

Your assistantship position implies that you will perform some research, teaching, or administrative service for the University. Graduate student employees on **Half or Full Assistantship**:Choose one of service per week. Specific information regarding the duties of your assignment will be provided by the graduate program director of your department or hiring unit.

**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.

**International Students (Include if applicable, remove if not)**

 **International Health Insurance (Include if applicable, remove if not)**

**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”

• 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** **April 15, 2023 OR** **Date that is 2 weeks after letter**, as your timely response will be helpful to us in planning for the coming year. We will consider this offer valid until **April 15, 2023 OR** **Date that is 2 weeks after letter** unless you decline before that date. If your reply is not received by **April 15, 2023 OR** **Date that is 2 weeks after letter** this offer is 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

Graduate Tuition and Fee Rates 2022‐23 Academic Year

The table below summarizes the graduate tuition and 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** | **BusinessAdministration(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** | **BusinessAdministration(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