



## GRADUATE STUDENT CONTRACTUAL AGREEMENT \*

INSTRUCTIONS TO THE STUDENT: Please fill in Section 2 and return the form to the Department.

Students who are awarded fellowships, tuition scholarships, and assistantships assume a contract with the University and are expected to give their full-time attention to graduate study. The University agrees to provide a scholarship for the student's tuition and/or pay a stipend as stated below. As with any professional appointment, the amount of service may vary from week to week but the average is usually expected to be 20 hours per week. Continuation of the appointment is contingent upon satisfactory performance of assigned duties each semester, continued academic eligibility in each semester (minimum cumulative GPA of 3.00), compliance with the University's Code of Conduct, and availability of funds. Notice of non-renewal is not required. Students must be registered for at least six graduate credits (nine if awarded a fellowship) each semester. (Some programs require that students register in more than six credits when appointed to an assistantship.) Students who withdraw or are dismissed from the University during the time of appointment will become responsible for the tuition in that semester.

According to the University of Delaware regulations, as well as the Citizenship and Immigration Services (CIS) rules, students on contract may not be employed outside of the University. Federal and state taxes, if applicable, will be withheld from the stipend check. Tuition scholarships are not taxed. Attendance at the Graduate Teaching Assistant (GTA) workshop is required for all first time GTAs. International GTAs must also attend the ELI ITA training program and meet the SPEAK/UDIA score requirements to be eligible for a GTA appointment.

### Section 1: To be completed by the Department

Student Number:		US Citizen	Perm. Res.	Foreign/Visa
Student's Last Name:		Student's First Name:		
Student's Email Address:		Student's Major:		
Name of Unit/Department providing the funding:				
Type of Appointment:	Teaching Assistant Fellowship **	Research Assistant Tuition Scholarship	Graduate Assistant Residence Hall Director	
Contract Begin Date:		Contract End Date:		
Total Stipend for Contract Period:		Tuition Percent (%):	None	50%    100%
Comment on Funding Source Below:	(Ex: Grant, Graduate Office, etc.)			
Number of Graduate credits required per semester:		Number of Hours of Work per Week:		
<p>You will not be expected to report to work during regular school breaks.                  You will be expected to report to work during regular school breaks with certain exceptions as explained below:</p>				
Approved by	Name of Department Head/Designee:			
	Signature:		Date:	

### Section 2: To be completed by the Student

Please respond by this date whether or not you accept this offer:			
I accept this appointment and by my signature accept the responsibilities as stated on this form. I do not accept this appointment.			
Signature:		Date:	

\* Any exception to the policies stated must be represented in writing by the appropriate departmental /college office to the Office of Graduate Studies for consideration and action.

\*\* All appointments except Fellowships are subject to withholding of federal and state taxes.