

## GRADUATE STUDENT CONTRACTUAL AGREEMENT\*

**STUDENT INSTRUCTIONS:** 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. (Form revised: Oct. 2014)

### SECTION 1: TO BE COMPLETED BY THE DEPARTMENT

STUDENT NAME		STUDENT ID #	STUDENT EMAIL
MAJOR		CITIZENSHIP: <input type="checkbox"/> U.S. <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> FOREIGN/VISA	
NAME OF UNIT/DEPARTMENT PROVIDING THE FUNDING:			
TYPE OF APPOINTMENT: <input type="checkbox"/> Teaching Assistant <input type="checkbox"/> Fellowship ** <input type="checkbox"/> Research Assistant <input type="checkbox"/> Tuition Scholarship <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Residence Hall Director			
CONTRACT BEGIN DATE:		CONTRACT END DATE:	
TOTAL STIPEND FOR CONTRACT PERIOD:		TUITION PERCENT (%): <input type="checkbox"/> None <input type="checkbox"/> 50% <input type="checkbox"/> 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:	
<input type="checkbox"/> You will not be expected to report to work during regular school breaks. <input type="checkbox"/> You will be expected to report to work during regular school breaks with certain exceptions as explained below:			

### SECTION 2: SIGNATURE FOR APPROVAL

PRINT NAME OF DEPARTMENT HEAD/DESIGNEE	NAME OF DEPARTMENT HEAD/DESIGNEE SIGNATURE	DATE
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### SECTION 3: TO BE COMPLETED BY THE STUDENT

PLEASE RESPOND BY THIS DATE WHETHER OR NOT YOU ACCEPT THIS OFFER:	<input type="checkbox"/> I accept this appointment and by my signature accept the responsibilities as stated <input type="checkbox"/> I do not accept this appointment.
STUDENT 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.