**Assistantship Current Student-AY 1 Semester**

Offer Letter Template and Directions

*Revision Date: 10/19/2023*

Purpose: This template is for **Academic Year** (AY) assistantship(s) for 1 semester. When an assistantship is combined with a fellowship and/or additional awards – please follow the Fellowship Offer Letter Templates. Academic year appointments have pre-set start and end dates and are subject to an academic year payment schedule.

Offer Letter Process:

1. Select the appropriate offer letter template.
2. Input the department/college and award specific information highlighted grey.
3. Review items typed out in red to determine applicability to your offer. Remove items in red if they do not apply to the student’s situation.
4. Carefully add details specific your department, college, or program.
5. Do not remove information in the offer letter template, unless there is absolute certainty that the information does not apply to the student. Do not move or change information in the provided offer letter templates without running those changes by the Fellowship Office.
6. Review draft offer letter with appropriate leadership and finalize.
7. Review final offer letter with payroll or employment center, business manager or delegated approver. They will be reviewing specifically for appropriate FTE, salary and pay information.
8. Follow college or department procedures for capturing department & candidate signatures.
9. Refer to your department’s employment center and/or business office regarding the hiring process and adding graduate staff appointments.
10. Appropriate staff need to fill out an eForm 90 for all fellowships and fellowships administered as assistantships.
11. Appropriate staff need to fill out an eForm 80 for all graduate students who qualify for tuition remission.

Academic Year Start & End Dates (2024-25):

Academic year appointments have pre-set start and end dates and are subject to an academic year payment schedule. The Grad Staff Employment Manual states, “For graduate staff appointed on an academic year basis, employment will begin on the seventh calendar day preceding the first day of classes of the semester and end the Friday after grade reports are due.”

**Start & End Dates:**

8/12/2024 **Fall Start**

12/20/2024 **Fall End**

1/6/2025 **Spring Start**

5/16/2025 **Spring End**

Links:

Academic Year Payment Schedule: <https://www.purdue.edu/hr/workpurdue/grad/aygrad.php>

Graduate Student Tuition and Fees: <https://www.purdue.edu/treasurer/finance/bursar-office/>

Questions: Email [fellowships@purdue.edu](mailto:fellowships@purdue.edu)

*College/School/Dept. Letterhead]*

*[Insert Date]*

*[First Name] [Last Name]*

*[Address]*

*[City], [State] [Zip Code]*

Dear *[First Name]*:

*[Insert College/School/Dept. intro paragraph(s)]*

We are pleased to be able to offer you a part-time *[insert FTE]* FTE (full time equivalent) assistantship working *[# hours]* perweek as a Graduate ***[Choose position]*** Assistant in the *[College/School/Department name]* for the *[insert semester]* semester. The dates of your employment for this position are *[insert date]* through *[insert date]*. Since this is an academic appointment, you may be able to earn additional salary through the summer session by teaching or conducting research. Any changes to your appointment, including changes to your salary must be in writing.

[Select the one that fits and add to the first paragraph]

* Graduate Teaching Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned teaching duties and assist faculty and departments in their designated teaching aims and responsibilities.
* Research Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned research duties and assist faculty and departments in meeting their aims and responsibilities.

**Assistantship Details**

* The base salary is **$[salary amount]** for the semester, paid biweekly.
* **[If applicable]** An annual supplemental salary of [Supplemental Salary Amount] from the [College/School/Department], paid bi-weekly.
* **[INCLUDE FOR APPOINTMENTS THAT ARE .50 FTE OR MORE]** An annual medical insurance premium contribution which pays a portion of the Graduate Staff Insurance, the value of which is currently estimated at **$641.55 per semester.** Purdue pays this portion directly to the insurance carrier which covers a portion of the total cost. You will be responsible to pay your portion, currently estimated at $56.86 per month, directly to the insurance carrier making those arrangements when you enroll. Since this is a semester long appointment, you will only be eligible for the length of your appointment.
* A graduate tuition remission, currently valued at **$14,260.00** for the semester, is provided to cover your tuition costs.
* The following fees are charged to graduate students at the beginning of each semester. Fees listed below are for the current academic year and are subject to change. This offer [WILL/WILL NOT-*pick one*] cover these fees.
  + Student Fitness & Wellness Fee - $117.00 Fall, Spring; $58.50 Summer session
  + Student Activity Fee - $20.00 Fall, Spring; $10.00 Summer session
  + International Student Fee (if applicable) – $90.00/semester for Fall, Spring, Summer
  + **[IF APPLICABLE]** College Differential Fee - [Amount of Differential Fee] Fall, Spring; [Amount of Differential Fee Summer Only] Summer session
* **[If Applicable]** List any other funding here (e.g. scholarships).

Thus, your total award package from Purdue University is worth approximately [Total Package Value]which includes salary, supplemental salary [IF APPLICABLE], scholarships [IF APPLICABLE], medical insurance premium contribution [IF APLICABLE], and tuition remission for a nonresident student for your first academic year.

If we can be of any assistance to you in answering questions pertaining to this offer, please do not hesitate to contact [Contact Person] in our graduate office at [Phone] or by email at [Email Address].

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]

Cc: Business Office

Reference(s)

* Human Resources-related polices at:

<https://www.purdue.edu/policies/human-resources/vif11.html>

* Graduate Staff Employment Manual located: <https://www.purdue.edu/gradschool/faculty/publications.html>.

I have read and understand this letter, including the “**Assistantship Terms and Conditions**” included with the letter, and I agree to the terms and conditions of this appointment.

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*[First Name] [Last Name]*-Signature Date**Assistantship Terms and Conditions**

**Student:** Last Name, First Name

**Start Date:** [Start Date] **Offer date:** [Offer Date]

**Award Conditions:** The following are the actions you need to take to receive all the benefits offered:

* This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. All employees working in the United States are required to complete the *Form I-9, Employment Eligibility Verification.*Section 1 of the Form I-9 must be completed ***prior*** to your hire date. Section 2 of the Form I-9 requires you to physically present original and unexpired document(s) from the [List of Acceptable Documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) in person and must be completed **no later than your third business day of employment**. **Failure to complete this federally required document within three business days of your hire date will result in termination of your employment.**
* Prior to your hire date, you will receive an email titled “Welcome Letter*”*from *Purdue HR*, which will include a link to complete some of your onboarding documents electronically, including the Section 1 of the Form I-9.
* Follow the instructions from your Welcome Letter to complete Section 2 of the Form I-9, which must be done in person.
* You must either schedule an appointment with your [Employment (Payroll) Center](https://www.purdue.edu/hr/paytimepractices/paycenter.php), or, if it is determined that you will not be near a Purdue University campus by your third day of employment, follow instructions to complete the Remote Form I-9 process.
* Students are presumed to have received/read all University e-mail sent to their official Purdue University e-mail account.

**Additional Financial & Health Insurance Details:**

* Any changes to your appointment, including changes to your salary, must be in writing.
* There are 9½ pay periods per academic semester. Fall semester appointments begins on August 12, 2024 and ends on December 20, 2024. Spring semester appointment begins on January 6, 2025 and ends on May 16, 2025. There is no payment for the week break between fall and spring semesters.
  + Please note that biweekly pay amounts during your first and last pay period per academic semester will be prorated based on the number of days worked during the pay period; for example, in a 10-day pay period where you work 5 days, you will receive 50% of your regular pay.
  + The biweekly pay periods can be viewed [online](https://www.purdue.edu/hr/workpurdue/grad/aygrad.php). We encourage you to use the estimated pay calculator to calculate the estimated pay for each pay period.
* Provided the directions above are followed, the first deposit into your account is expected to occur no later than two weeks following the end of your first pay period. Subsequent deposits will be made bi-weekly. Failure to fulfill the conditions on or before the deadlines described above may result in late deposits of funds. You will be paid by electronic deposit.
* Benefit enrollment instructions are emailed once your appointment has been entered in SuccessFactors AND you have a valid Social Security number on file. Purdue’s medical insurance information can be found at: <https://www.purdue.edu/push/insurance/index.html>. When looking through the Academic Health Plan Portal, please note that graduate students with a total of 0.5 FTE or more in assistantships are eligible for the **Graduate Staff Insurance**. **Those with dependents should review the** [**Graduate Staff and Student Benefits Comparison**](https://www.purdue.edu/hr/Benefits/gradstaff/benefits-enrollment/pdf/Grad-Staff-v-Student-Insurance-Comparison.pdf) **sheet, to compare pricing.**