



Select a Funding Source

Student WIN#

Dear

Congratulations! You are being offered a Graduate **TEACHING** appointment with the

A summary of your appointment information is noted below, along with important contractual information pertaining to your award. Also, see enclosed graduate appointee information sheet. Please note, receipt of this appointment does not imply nor guarantee future awards.

APPOINTMENT TYPE:

APPOINTMENT LEVEL:

CRRQK VO GP V'RGTKQF & DATES:

**Through submission of final grades*

AWARD FINANCIALS – *Based on Appointment level noted above*

SALARY –

PAY DATES: *for*

SERVICE HOURS required *per* **SESSION:**

Approximate Average hours *per* **week:**

TUITION AWARD to cover **100%** of your

"***" tuition**

UP TO

HOURS *per* **SESSION** of appointment period – *Based on Appointment level noted above*

You may not hold more than the equivalent of one full-time graduate appointment at any time. Before you accept additional work of any kind at Western Michigan University during this appointment, you must notify the hiring unit that offered this appointment. Note also that accepting additional work of any kind can also result in both you and the hiring unit being charged for FICA (Social Security and Medicare) against your appointment salary. In addition, some hiring units may have policies that prohibit additional employment. Under current law, graduate appointment salaries are exempt from FICA charges unless the student is enrolled less than half-time or has an additional non-student job at the university.

The tuition award is applicable only toward registered and completed credit hours in your graduate program and will pay only actual tuition charges. The tuition award will pay for undergraduate, or Extended University Programs [off-campus or online] courses with approval from the Graduate College. Payment of any remaining fees is the responsibility of the student. If you are the recipient of other tuition support (employer-paid, veteran's benefits, foreign sponsorship, etc.) your University tuition award may be adjusted as a result. Under no circumstances will an appointee receive a cash refund of paid tuition. Request approval from the Graduate College by submitting either of the following forms before the end of drops/adds to grad-awards@wmich.edu.

The forms can be found at: http://wmich.edu/sites/default/files/attachments/u67/2015/permission-eup-online_0.pdf or <http://wmich.edu/sites/default/files/attachments/u67/2015/3000-4000Inclusion.pdf>.

Paychecks are distributed in equal biweekly installments. The salary portion of your award is subject to applicable payroll tax withholding and is reportable as income on IRS form W-2. (Certain international students may be subject to IRS form 1042-S reporting and withholding requirements.) The University no longer issues paper payroll checks. You are eligible to set up direct deposit of your check through the Payroll office; if you do not set up direct deposit, you will automatically be enrolled in the Visa® payroll card program.

All appointees are required to be enrolled full time (**3 hours per session**) unless granted approval by the Graduate College. Appointees on partial appointment must also be enrolled full-time and pay the difference in tuition that is not covered by the tuition award. Request approval by submitting the **Permission for Under Enrollment form** to the Graduate College before the end of drops/adds to grad-awards@wmich.edu. The form can be found at: <http://wmich.edu/sites/default/files/attachments/u67/2015/underenrollment.pdf>

This appointment award is contingent upon the following conditions: (1) the department and/or the Graduate College determining that sufficient funding and enrollment exists to support this appointment; (2) you must provide the University with a valid Social Security number in order to receive payment for and to avoid the rescission of this appointment; (3) your satisfactory completion of a minimum of **3** graduate credit hours per session, unless otherwise approved by the Graduate College; (4) your compliance with the requirement of an overall graduate grade point average of 3.0 or higher at WMU; (5) your completion of department required service hours of teaching; (as noted above) (6) your adherence to all University policies, regulations, directives, guidelines, and student codes; and (7) compliance with all other conditions as indicated elsewhere in this appointment award letter.

Please note that any tuition award you receive will reduce the cost of your educational expenses and may reduce the amount of other financial aid or loan for which you are eligible. If there is a change in your loan eligibility, the Office of Financial Aid will notify you. The tuition portion of your award may not be subject to tax, but you need to rely upon your own tax advisor as to taxability of what you receive from Western Michigan University.

The U.S. Department of Homeland Security requires WMU to verify the identity and employment eligibility of all employees via Form I-9. You are required to produce documents verifying your identity and authorization to work when you begin your appointment. See <http://www.wmich.edu/hr/formi9> for further information and your requirements.

--- Teaching assistants as defined in the Teaching Assistants Union (TAU) Agreement are subject to the terms and conditions of the 2015–18 Agreement between Western Michigan University and TAU [current contract available at <http://www.wmich.edu/academic-labor-relations/agreements/agreements-tau>] as well as any subsequent Agreements between the two parties. Under terms of the Agreement, at the beginning of each academic term TAU will be provided with a list of all graduate teaching assistants and these will be considered employees represented by the bargaining unit. The bargaining unit will communicate with these employees about rights and responsibilities accorded by the Agreement, including the payment of union dues.

If you are an international graduate student on a graduate appointment and are new to WMU, you will need to apply for a Social Security Number within **60** days of your hire date by visiting the nearest Social Security Administration Office (317 South Drake Road, Kalamazoo 49009) with the following: (1) Passport; (2) Form I-20 or DS-2019; (3) Form I-94; (4) your original letter of appointment; (5) IAS Status verification letter.

Please make a thorough review of the enclosed Graduate Student Appointee Information sheet, as it provides important details respective to many items addressed in this letter of appointment as well as information on health insurance, parking, bookstore discounts, and library borrowing privileges. Further information on the policies governing graduate student appointments is found within the *Graduate Catalog*, which can be accessed at <http://www.wmich.edu/registrar/catalogs/> (select the current Graduate Catalog, select “General Information” on the left, and then “Student Financial Assistance”).

Starting in academic year 2015, all new graduate appointees will be required to complete an online course in ethics which includes modules on plagiarism, research integrity, collaborating with mentors, etc. Graduate appointees shall adhere to the same standards of professional ethics as those of the faculty.

To accept this appointment award, including all terms and conditions as outlined above, you will need to ensure that I receive this signed original letter no later than

Enclosure(s): Graduate Appointee Information Sheet

*I **accept** the terms and conditions of my appointment as stipulated in the above letter of offer.*

Signature _____ Date _____

*I **decline** the terms and conditions of my appointment as stipulated in the above letter of offer.*

Signature _____ Date _____