

*Department or College Name*

*1400 Townsend Drive, Houghton, Michigan 49931-1295 USA*

*Phone / Fax*

Date

Name

Address 1

Address 2

City, State, Zip Code

Dear [enter student’s name]:

I am pleased to offer you financial support for [enter semester(s)] in the form of a [enter type of support, e.g., teaching or research assistantship; if support is mixed, clarify which percentage is teaching and/or research].  Financial support from the [enter name of department or college] will extend from [enter start date] through [enter end date]. With the receipt and acceptance of all necessary forms and documents, you will receive your first paycheck on [enter date] and your last paycheck on [enter end date].   This offer of support includes stipend and tuition.

* Your stipend will be [enter amount][[1]](#endnote-1) per semester.
* [Enter department or college] will cover full-time enrollment, [enter department or college credit cap] credits of graduate tuition and academic fees (e.g., lab fees). Full-time enrollment is a requirement for this support. You will be responsible for all student activity fees that have been voted on and approved by Michigan Tech students, currently [enter current sum of all fees] for [enter semester], as well as the international surcharge and international graduate student enrollment surcharge (if applicable).
* Support is contingent on you making satisfactory academic progress in coursework, research, and all the duties for which you are receiving support.  Satisfactory academic progress includes maintaining full-time enrollment status during the semesters that you receive support, taking all required courses and/or examinations on schedule, and maintaining good academic standing per the Graduate School and your program.  Full-time enrollment status is defined as a minimum of nine credits per regular academic year semester and a minimum of one credit or one course during summer.

Stipend payments will be made biweekly and are subject to payroll deductions.

As a student on a [enter appropriate = quarter, half, three quarter, or full] assistantship, you will have responsibilities related to the assistantship appointment and your academic credits:

1. You will be expected to work for the University for 20 hours per week [adjust the hours if this is a quarter, half, or three-quarter position] on activities related to your assistantship. Work expectations will be communicated to you by your department or college in accordance with Graduate School guidelines.
2. In addition to the work expected, you are also enrolled full-time. Full-time enrollment should average 31.5 hours/week of effort (in class and individual study time) according to the [General Requirements of Credit Expectations](https://www.mtu.edu/gradschool/policies-procedures/academic/credits/).

The sum of #1 and #2 above is more than 40 hours per week, but less than 60 hours per week. These hourly expectations are meant to be a guideline. The most successful students are those who focus their attention on achieving the intended outcomes for their courses and research.

*If the support has additional contingencies or requirements, please add them here.  For example,* This support is contingent on working with and being funded by Dr. XX.  If Dr. XX leaves Michigan Tech or you no longer wish to work with Dr. XX, this support may be terminated.

All supported graduate students must either purchase the University-approved health insurance or provide proof of comparable coverage. As a supported student, 100% of the annual cost of the University-approved health insurance (total cost is $xxx for academic year 20xx/20xx) will be covered by Michigan Tech. [[2]](#endnote-2)

All international GTAs, GTIs, or GAs who will work with undergraduate students must take a brief, approximately 10-minute, English language assessment by the second week of their first semester.

Exempt students include:

* those who have successfully completed our English language assessment
* have previously earned a post-secondary degree from an accredited U.S. institution
* are citizens or permanent residents of Canada, the U.K., Ireland, Australia, or New Zealand

Depending on the assessment score, a student may be required to participate in a free English conversation program called [GLAS](https://www.mtu.edu/gradschool/resources-for/students/glas/).  Assistantships may be revoked for failure to take the assessment or participate in GLAS if it is deemed necessary.

During the time period covered by this offer, the [enter department or college name] may recommend that support be terminated for dereliction of duty, endangerment of students or facilities, failure to make satisfactory academic progress, violation of the Michigan Technological University Student Code of Community Conduct, or misconduct in research, scholarly, or creative endeavors. The department may request termination of support for students who accept full-time employment, an internship/co-op, or an external fellowship during the period of this offer. The Graduate School must review and approve all recommendations for mid-contract termination of support before they occur.

Your signature below indicates that you accept this offer and agree to its terms. If, after accepting the offer, you find that you need to request a change in terms (including starting dates) you need to contact the [enter chair or dean] of [enter department or college name] as soon as possible.

Please return a signed copy of this letter by [date] to [enter name].

Sincerely,

Name and Title

Chair or Dean

\_\_\_\_\_\_\_I accept this offer. \_\_\_\_\_\_\_I decline this offer.

Student signature: Date:

1. Stipend and tuition rates are subject to change based on the Board of Trustees approvals. [↑](#endnote-ref-1)
2. The annual cost of the University-approved health insurance and coverage provided by the University are subject to change. [↑](#endnote-ref-2)