Service Requirement: The kinds of service required of graduate assistants vary among departments, each of which determines its own range of appropriate responsibilities subject to administrative review. The number of hours of service required per week is stated in the appointment letter and ranges from 20 for a full assistantship to 10 for a half assistantship. Assigned activities shall be relevant professional experiences. Graduate assistant can expect professional guidance and timely evaluation in the performance of their duties from their department supervisor.

Failure to fulfill any of the conditions listed in the letter of appointment shall result in the termination and/or adjustment of the assistantship award, including University payment of salary, tuition award, fees, or other expenses. The University also reserves the right to evaluate the circumstances involved for failure to fulfill the required conditions and to require repayment of all funds.

Notification and Verification of Status: At the time of appointment, graduate assistant shall be informed in writing of the specific conditions of the assistantship by the department or unit funding the assistantship. This notification shall include the amount of the salary and any tuition award, details of the work assignment, the dates of the assistantship, and any other conditions particular to an individual assistantship. The appointee’s signature on the letter of appointment constitutes agreement to the assistantship’s terms.

Eligibility Requirement: To be eligible to hold any type of graduate assistantship, students must have regular admission status in a graduate degree program, remain in good academic standing, and meet the enrollment requirement for the term of assistantship (see below). Assistants that do not meet these requirements will be cancelled by the Graduate College.

Enrollment Requirement: The minimum enrollment requirement for assistantships, associatehips, and fellowships each semester is six graduate credit hours per semester. In a session, three graduate credit hours are required regardless of type of assistant. Individual departments may require an enrollment of more than the minimum number of credit hours. Registration is required in the semester(s) and session(s) in which you receive an assistantship.

Under Enrollment: Full time enrollment is required by all assistant (6 hours/semester; 3 hours/session), unless granted approval by the Graduate College. Assistant on partial assistants must also be enrolled full-time and pay the difference in tuition that is not covered by the tuition award. Enrollment by graduate assistant that is less than full-time are approved in limited circumstances only. To qualify for under enrollment status, please fill out the required form and obtain your Graduate Advisor/Chair signature. Send the required form to the Graduate College for approval before the end of the drop/add period to avoid having a hold and service charge placed on student accounts. Email the completed form to grad-awards@wmich.edu. Please allow up to two weeks from the drop/add period for processing. The form is located at http://wmich.edu/grad/forms.

Enrollment Fee: Students registered for five or more credits in a semester (four or more credits in a session) are assessed, as part of the enrollment fee, student health center and recreation center fees that allow access to health center services and recreation center facilities. Students enrolled for four or fewer credits in a semester (three or fewer credits in a session) are assessed a reduced enrollment fee and may pay an additional fee to enable them to have either health center access or recreation center privileges.

Student Email Account: All WMU students receive a University email account at the time of creation of a Bronco Net ID. The University communicates with students via WMU email. In the case of graduate assistant, important information regarding required training, financial aid and other matters will be sent to students’ WMU email accounts. Assistant should begin checking their account for this information on a regular basis even before their assistant begins.

SAVE THE DATE! – Wednesday January 7, 2021

Graduate Assistantship Training: ALL new graduate assistants on an assistantship for the first time or have accepted a teaching assistantship for the first time, are required to complete the University-wide Graduate Assistant Training Workshop. Departments will notify graduate assistant about additional department training, if applicable. Students will be contacted by email with more information about Graduate Appointee Training times and registration.

Tax Implications: Detailed records of all your educational expenses (e.g., tuition, fees, books, and related expenses) and check stubs from any payment you receive from the University should be kept for tax purposes. For detailed information, you should review IRS publication 970, “Tax Benefits for Education.” If you are an international student your salary may be eligible for exemption from taxation; international tax treaty information specific to WMU is posted at http://wmich.edu/payroll/payroll/mypay/international-employees. You should also review IRS publication 519, “U.S. Tax Guide for Aliens,” for further clarification. All IRS publications are available on the IRS website at www.irs.gov/formspubs/ or by phone at (800) 829-1040.
Privileges and benefits available to graduate assistant:

**Tuition Award:** Graduate assistant shall, at the discretion of the University, be granted a full or partial tuition award depending on their degree level and type of assistant. Any such tuition to be awarded will be described in the assistant letter. **Students who are granted a tuition award and subsequently withdraw from a class after the refund period and/or resign from the assistant will be required to repay the tuition that was granted as a benefit of the assistant.**

The Graduate assistant tuition award will not automatically pay for undergraduate or Extended University Program [off-campus or online] courses without the submission of required forms to the Graduate College. Tuition awards for graduate students on an assistantship are applicable only toward registered and completed credit hours and must be included in your Graduate Permanent Program of Study. The tuition award will pay only the **main campus** graduate tuition charges unless prior approval is obtained. Payment of any remaining tuition expenses and fees is the responsibility of the student. Any overpayment or underpayment due to a change in your enrollment will be corrected after the drop/add period through an adjustment to your student account. **Under no circumstances will an appointee receive a cash refund of paid tuition.** 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. **Obtain Graduate Advisor/Chair signature prior to submitting your form to the Graduate College. Submit before the end of the drop/add period to avoid having a hold and service charge placed on your student account. Please email completed form to grad-awards@wmich.edu Please allow up to two weeks from the drop/add period for processing.** The forms are located at [http://wmich.edu/grad/forms](http://wmich.edu/grad/forms)

**Tuition Payment Deferment:** Assistant may enroll in the University installment payment plan, please review at [http://gowmu.wmich.edu](http://gowmu.wmich.edu). Select the Payment and Account Information link, next the Payment Plan tab. There is a $35 fee for this service that is charged at the time of enrollment. Once your graduate assistantship award pays to your student account, the $35 enrollment fee will be credited back to your student account. Delinquent accounts are subject to all University collection procedures, including referral to an external collection agency. Service fees may begin being charged as early as 30 days after the start of each term and a hold placed from future registrations until the student account is paid in full.

**Paychecks:** The University issues payroll checks on a bi-weekly basis on alternate Tuesdays. A pay schedule can be located at [http://cms.wmich.edu/payroll/payroll/pay-schedule](http://cms.wmich.edu/payroll/payroll/pay-schedule). All employees must enroll in direct deposit or they will receive a Visa® payroll card. *Stipend payments are split up through the semester so that the student receives a regular paycheck every two weeks.*

**Assistant Validation:** Upon verification of appointee status, the appointee will become eligible to receive certain privileges from Parking Services, WMU Bookstore, and the University Libraries. Assistant with academic year (both Fall and Spring) assistants may continue to have access to certain privileges (e.g., library borrowing privileges) during the summer sessions if they pre-enroll for the upcoming Fall semester.

**Parking:** Graduate assistant are exempt from paying the $300 vehicle registration fee but must register their vehicle with Parking Services and present their letter of assistant. Assistant with a teaching classification shall have the option of a graduate hang tag (good for the entire academic year) or temporary sticker parking permit. Assistant with a non-teaching classification shall be given a temporary sticker parking permit, and do not have the option of a hang tag. The temporary sticker parking permit is valid for one semester only. A new temporary sticker parking permit must be obtained from Parking Services each semester on assistant, if needed.

**Bookstore:** In the term(s) they hold an assistant, graduate assistant shall receive a 10% discount at the WMU Bookstore in the Bernhard Center on books and supplies (excluding class rings and sale items) purchased for personal use. To receive this discount, assistant must identify their status as graduate assistant at the service desk before purchases are made.

**Library:** Assistant will receive certain privileges at the University Libraries when they identify their status as graduate assistant before checkout. The borrowing period for graduate assistant is one semester. Assistant may borrow up to 50 items, and are exempt from ordinary overdue fines. The exemption does not include fines for overdue recalled items, or replacement and processing charges for lost items. Details are available at the library circulation desk.

**Facilities:** Graduate assistant will be accorded the use of University facilities (e.g., offices, research facilities, etc.) authorized by the director of the facilities on the same basis as faculty. This does not include the West Hills Athletic Club.

Appointee Information Sheet-Sept 2021-The Graduate College