

**GRADUATE ASSISTANT CONTRACT**  
 (must be renewed for each semester of work)

**FOR SUPERVISOR TO COMPLETE**

Student Name: \_\_\_\_\_ Department: \_\_\_\_\_

Student ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Employee ID (if current employee): \_\_\_\_\_

**STIPEND AMOUNT AND HOURS WORKED**

You are hereby offered a graduate assistantship in the above named department for the semester indicated below. Your tuition payment for this semester will be reduced to \$25.00 but you will be required to pay any and all tuition, insurance (see below) and mandatory fees associated with your enrollment/program of study. Tuition, insurance and fees are due by the last day of regular registration for the semester you plan to matriculate and work.

Semester/Year	Dates to Work	Total Stipend Amount	Monthly Stipend Amount	Number of Hours to Work
FALL 2009				

**PAY SCHEDULE**

Students working under Graduate Assistant contracts will on the last business day of the month according to the schedule below. Please note that first time payments for new hires may be a paper check.

FALL SEMESTER - September, October, November & December  
 SPRING SEMESTER - January, February, March & April  
 SUMMER SEMESTER - June & July

**MANDATORY INSURANCE**

The University System of Georgia requires that all students employed as Graduate Assistants participate in a mandatory student health insurance program. The policy is administered by Pearce and Pearce, Inc.

The cost of the policy for each semester will be added to your ASU bill of tuition and fees and must be paid by the published dates for fee payment each semester. Spring and summer are counted as one semester so the fee is slightly higher than the fall amount.

If you have health insurance coverage through a parent, spouse, company or organization as part of a group coverage, you may apply for a waiver from the mandatory policy. You must submit your waiver application online through the company website at [www.studentinsurance.com](http://www.studentinsurance.com). Waiver requests typically take 3-5 days for approval but may take longer during peak processing times. You will receive an email when your request is approved or denied. The University will also receive notification and will adjust your account to remove the fees.

You may log in to [www.studentinsurance.com](http://www.studentinsurance.com) and create an account. You will be able to print an ID card and submit claims through the website. Once you create an account, an insurance card will be mailed to you. If you have specific questions regarding coverage, you may contact 1-888-622-6001 or email [aug@studentinsurance.com](mailto:aug@studentinsurance.com).

**2009-20010 Mandatory Graduate Insurance Program Premiums**

Premiums:	Fall (8/15/09-01/03/10)	Spring/Summer (01/04/09-8/14/10)
Student ONLY	\$ 432.00	\$ 571.00
Spouse ONLY	\$1,342.00	\$1,778.00
One Child	\$ 677.00	\$ 895.00
2 or more Children	\$1,342.00	\$1,778.00

**EMPLOYMENT PACKET**

Student and supervisor must review employment packet and ensure that all of its contents are complete. This packet should be submitted along with a copy of the student’s driver’s license (or student ID), social security card and voided check during the student’s appointment with the Career Center. **Appointments are required in order to submit employment packets.** Appointments may be scheduled by calling 706-737-1604. **Students returning to a Graduate Assistant position from the previous semester only need to complete and submit the Graduate Assistant contract for the term they plan to work and do NOT need to schedule an appointment to submit the form.**

The student has scheduled an appointment with the Career Center for the following date and time:

Date \_\_\_\_\_ Time: \_\_\_\_\_

**BACKGROUND CHECK**

The supervisor and student both understand the background check must be completed before the student begins work. You will be notified by the Career Center via email when it has cleared. The student CANNOT begin work until the background check clears (and all other required documents are submitted) and you are notified by the Career Center. It is important the student schedules his/her appointment to submit this packet as soon as possible after the two of you have completed it. Waiting will delay the start date even further.

**ENROLLMENT/GPA REQUIREMENTS**

We understand the student must be enrolled in at least **six (6) hours** of coursework each semester in order to maintain employment. The only exception to this is in the student’s last semester of the program when he or she may only have one course remaining. If the student is not enrolled or his/her course load drops below six hours, he/she may not continue to work under the GA Program and will be required to repay any tuition charges that were waived. Graduate Assistants are required to maintain at least a **3.0GPA**. This is checked at the end of each semester.

**ORIENTATION/TRAINING**

We understand the student must schedule an appointment to submit this packet to the Career Center. As part of that appointment, a computer-based orientation/training will take place. The student will be required to answer questions about information covered during the training. This training will cover basic employment policies, campus policies and customer service.

**TERMINATION**

This agreement may be terminated at any time by the college/department if financial or other reasons beyond their control warrant such an action. The agreement may be terminated by the Graduate Assistant at any time upon delivering timely and proper written notice to the GA’s supervisor and Career Center. If the contract is terminated for any reason listed above, the student will be required to pay the full tuition he/she would have normally been charged for the semester. The student will also be required to pay any overpayment received for the semester.

I accept the terms and conditions of this contract as stated above:

\_\_\_\_\_  
Signature of Supervisor/Dean/Chair/Director

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date