**Professional Assistantship - Incoming Student – FY**

Offer Letter Template and Directions

*Revision Date: 10/19/2023*

Purpose: This template is for an incoming **Fiscal Year** Graduate Professional Assistantship. Orientation related statements may be removed for continuing students. These positions are non-exempt paid bi-weekly. It is best practice and highly recommended to only maintain these as FY appointments.

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.

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

While fiscal year appointments technically begin and end with the actual dates of employment, most fiscal year appointments start in the Fall (8/12/2024) and end in summer (8/17/2025). We highly recommend sticking with the below start and end dates to follow academic periods and ensure continuity of funding coverage.

Start & End Dates:

8/12/2024 Fall Start

12/20/2024 Fall End

1/6/2025 Spring Start

5/16/2025 Spring End

5/19/2025 Summer Start

8/18/2025 Summer End

Links:

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

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

*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 working *[# hours]* perweek as a Graduate Professional Assistant in the *[College/School/Department name].* The assistantship is contingent upon you meeting all the admission requirements of the department/program and Graduate School. The position will be non-exempt (overtime eligible) at the rate of $*[hourly rate]* per hour*.* Based on working the estimated hours per week, your projected annual salary could be $*[estimated annual salary].* The assistantship also includes a remission of all but a portion of fees. Graduate Professional Assistants are considered employees of the University and are subject to the applicable policies and procedures. They are expected to fulfill their assigned duties and responsibilities as assigned by their supervisor. Any changes to your appointment, including changes to your salary must be in writing. The dates of your employment are *[insert date]* through *[insert date]*.

**Assistantship Details**

* The hourly rate is **$*[hourly rate****]*, paid biweekly.
  + You will be paid based on the hours worked each pay period.
  + The biweekly pay periods can be viewed [online](https://www.purdue.edu/hr/buspur/calendars/) at <https://www.purdue.edu/hr/buspur/calendars/>. We encourage you to use the [estimated pay calculator](https://www.purdue.edu/hr/workpurdue/grad/fygrad.php) at <https://www.purdue.edu/hr/workpurdue/grad/fygrad.php> to calculate the estimated pay for each pay period.
* **[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 **$1,755.83 per year.** 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.
* Graduate tuition remission is currently valued at $**35,650.00** annually, which covers a portion of your tuition costs. \*\*Please note, per IRS regulation, a part of that remission covered may be considered taxable income and will be included in the W-2 issued by Purdue. To gain further understanding of the amount considered taxable income, please contact [tax@purdue.edu](mailto:tax@purdue.edu).
* 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 - [Differential Fee] Fall, Spring; [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], and medical insurance premium contribution for a nonresident student for your first year tuition remission [IF APPLICABLE], and tuition remission.

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]. We look forward to welcoming you to Purdue in August.

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>.

**OPTIONAL REPLY [OR USE LAST PAGE OF TEMPLATE]**

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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[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:

* **[Only include if offer is made prior to April 15th for a Fall appointment start date] Officially submit your acceptance (previous page) to the address indicated by April 15, 2024.** We would appreciate your decision concerning the acceptance or rejection of our award as soon as you are able to give us a reply. However, Purdue University, as a signatory on the Council of Graduate School resolution, cannot ask for financial offer replies prior to April 15, 2024. Admission acceptance can occur at any time. For more information please go to: <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/> )
* Must meet all Graduate School and admitting program conditions of admission, adhere to all applicable university policies, and maintain ethical behavior regarding all academic practices and work performed.
* Must maintain satisfactory academic progress and satisfactory work performance.
* Arrive on campus by the start date listed above and participate in any required student orientations.
* 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.
* Initial and final biweekly payments will be prorated based on the number of days worked during the pay period. View the biweekly pay periods and use the pay estimator at <https://purdue.edu/hr/workpurdue/grad/fygrad.php>.
* 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 **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.**

**International Students Only:**

* *International Students Entering from Foreign Countries:* You should NOT apply for your visa or make travel plans until you receive a formal letter of admission from the Dean of the Graduate School and your Certificate of Eligibility (I-20 or DS-2019) from the Office of International Students and Scholars at Purdue University. These documents will be provided to you after all admission procedures are completed, admission conditions are met, and you have provided evidence of sufficient financial resources to attend Purdue University.
* *International Students Entering from within the U.S.:* If you are transferring to Purdue University from another institution in the U.S., certain transfer procedures must be completed.   After all admission procedures are completed, you will receive a Purdue University Certificate of Eligibility (I-20 or DS-2019), issued by the Office of International Students and Scholars.  You must obtain Purdue I-20 or DS-2019 before you begin your Purdue University program, including any employment related to a graduate staff appointment. You will be provided with further pre- and post- arrival instructions from the Office of International Students via your @purdue email address.

Purdue University subscribes to the policy established by resolution of the Council of Graduate Schools concerning offers of graduate fellowship, traineeships and assistantships. The Council of Graduate Schools is comprised of most graduate institutions in the United States. **Please read the resolution carefully:**

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) by a prospective or enrolled graduate student for the next academic year completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties. Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. If a student accepts an offer before April 15 and subsequently desires to withdraw that acceptance, the student may submit a written resignation of the appointment at any time through April 15. Applicants are not required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once applicants have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers. (<https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/> )

**OPTIONAL REPLY (OR USE PARAGRAPH UNDER SIGNATURE ABOVE)**

Purdue University Assistantship Reply

**Student:**

**Beginning Semester:** Fall 2024 **Offer date:**

Please complete the information below and return **as soon as possible, but no later than April 15, 2024**.

Submit electronically to [EMAIL ADDRESS]

My response below signifies that I have read and agree to the terms and conditions of this offer. I understand that by submitting this form, I am entering into an agreement with Purdue University.

**I am accepting the offer at Purdue University, as described in the offer letter.**

I am accepting admission but declining this offer.

I am declining admission and any financial support. I will not enroll at Purdue University for Fall 2024. I will:

Be employed

Attend another graduate program at

Re-apply for future enrollment

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete your current address for correspondence only if you plan to attend:**

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_

ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_