

Time frame of and stipend for your appointment:

- Your graduate assistantship is for the academic appointment period listed above only, does not apply to any other timeframe, and is contingent upon the availability and continuation of funds. A separate agreement must be signed for other appointments. This appointment does **not** include any assurance, obligation, or guarantee of subsequent appointments. No promises of future appointments or employment have been made.
- This appointment is compensated with a stipend specified above only. There are no benefits associated with this appointment and you should have no expectation of tuition, insurance, health or retirement benefits. There may, however, be obligations associated with this assignment that require travel (e.g. oversight of field trips, presentation of UNCW research, recruiting trips) that will be compensated in addition to the stipend.
- Unless specifically stated above, the appointment period begins on the day you sign the agreement or one week before the first day of classes (whichever is later) and terminates on the final day of final exams of the semester specified. Work should not begin until you sign this agreement. You should maintain accurate records of time worked as a graduate assistant.

Conditions required to retain your appointment:

- Retention of your appointment and payment of the full amount of the stipend is based upon satisfactory performance of the responsibilities outlined for your appointment and remaining in good standing academically (3.0 GPA minimum).
- You agree to remain enrolled in a course of study and to regularly attend classes. This appointment is incident to and for the purpose of pursuing a course of study and your status is of a student, not an employee of UNCW. You must be enrolled in a minimum of one course per semester or term.

Rules governing early termination of this appointment:

- In the event you cannot complete the terms of this appointment you must notify the Graduate School and the department in which the assistantship is assigned as soon as possible.
- If you are unable to complete the work for your assistantship, your stipend will be prorated and reduced accordingly, and you will be responsible for repayment of any unearned stipend to the University of North Carolina Wilmington.

Schedule of Payment:

The following pay schedule assumes that this contract was completed and signed, and all documentation was submitted processed before the 15th of the first stated month. Students who are processed later than this may have a different pay schedule. Students are required to set up direct deposit. You can do so by filling out the "Direct Deposit Authorization Form" from the [Payroll website](#) and submitting it to the Payroll Office.

ACADEMIC YEAR: August-May (10 paychecks)	SUMMER I: June (1 paycheck)
FALL ONLY: August-December (5 paychecks)	SUMMER II: July (1 paycheck)
SPRING ONLY: January-May (5 paychecks)	

By typing your name, you hereby certify that you have read, understand, and agree to all of the terms and conditions of this assistantship agreement and accept the offer. You understand that the department in which the assistantship is offered and the program in which you are enrolled as a student may have additional requirements or expectations.

Type Your Name: Date

[Save this form to your computer and e-mail a copy, as an attachment, to \(CurrentGradStudents@uncw.edu\).](#)