



Graduate Assistantship Appointment Agreement

Instructions:

1. Top section is to be completed by the department and digitally signed by the person filling in the information into the section.
2. Click the "E-mail to Student" button. Your outlook should open an e-mail with the form attached and the students e-mail in the "to" field. The subject and message body should automatically be setup on the e-mail.
3. Student should read and fill out the lower section of the form.
4. Students should save the form to their computer and e-mail the completed form to hollandn@uncw.edu, using their UNCW e-mail account.

Note: Mac users will need to download [Adobe Reader](#) for the form to work correctly. Do not use Preview.

COMPLETED BY THE DEPARTMENT

Graduate Student

First Name Middle Name Last Name
 Banner ID:
 Students UNCW E-mail (leave out the @uncw):

Academic Appointment Period: Number of hours per week: Stipend:

The appointment period begins on the day the agreement is signed 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 this agreement is signed. *If the assistantship is to go beyond the stated appointment period, then the start and/or end date(s) should be entered below.*

Start:
End:

Type of Appointment: Teaching Assistant Research Assistant Graduate Assistant

Employing Department: Fund # Paying Stipend

Supervisor:

This section was completed by:

To reset form you must right click on your signature first and choose clear signature, then click reset form.

COMPLETED BY STUDENT

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Terms and Conditions

This Agreement sets forth the expectations and terms and conditions between the graduate student assistant and the University of North Carolina Wilmington (UNCW). All terms and conditions must be satisfied or termination of this appointment may occur as well as possible denial of any future appointments.

The conditions for this graduate assistantship appointment are stated below. Please read through the

statements, check each, and type your name on page two, indicating that you have read, understand, and agree to these terms and conditions. **You must sign and satisfy all requirements stated within this agreement in order to be paid and to receive credit for the assistantship. If these requirements are not met, your assistantship may be terminated and your stipend may be prorated**

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 Nancy Holland \(hollandn@uncw.edu\).](#)