**Amendment to Stipend for AY2024-25 Appointment Letter Template**

* **Use this template to amend the stipend amount from a previous appointment letter ONLY - if there are additional components of the letter that need to be changed, please issue a new appointment letter using the updated template and indicate that it is an amendment.**
* **If no appointment letter has previously been issued, please issue a new appointment letter – not this amendment.**

**Instructions:**

1. **Update all areas highlighted in gray**
2. **Edit/Remove yellow highlighted text as applicable**
3. **Put on unit letterhead**
4. **Obtain signatures**
5. **Send to student as a PDF**

**Minimum stipend change for AY2024-2025:**

**The Fall 2024 minimum stipend amount will remain $24,586 for a 50% nine-month appointment, therefore $12,293 for a 50% appointment and $6,146.50 for a 25% appointment in the Fall semester. Starting in Spring 2025 semester, the minimum stipend rate will increase to $26,544 for a 50% nine-month appointment, therefore $13,272 for a 50% appointment and $6,636 for a 25% appointment in the Spring semester.**

***This letter amends the stipend amount for the appointment letter dated <date of original appointment letter>***

<Date>

<First and Last Name> ASU ID #: <Ten-Digit ID>

Electronically Delivered Degree Plan: <Program Name, MS/PhD>

Dear <First Name>,

We are pleased to inform you that the stipend amount has increased for your appointment as a <50%/25%> Graduate <Research/Teaching> <Assistant/Associate> <RA/TA> (<20/10> hours per week) for the <2024-25 academic year/2024 Fall semester/2025 Spring semester> in the <unit name>.

This letter amends the stipend amount for your appointment only, and your appointment is still subject to all other terms and conditions included in your previous appointment letter. Please acknowledge this amended appointment by signing and returning this document to <insert name/email address> by <insert date>.

Sincerely,

<Name>

<Title/Position>

**Amended Appointment Terms and Conditions**

Stipend and Payment of Stipend

This appointment provides financial support in the form of a stipend in the amount of <$12,293/$6,146.50> during Fall semester (the ASU minimum stipend for Fall 2024 semester) and <$13,272/$6,636> for Spring semester (the ASU minimum stipend for Spring 2025 semester). This <50%/25%> FTE, <20/10> hours per week appointment will be implemented through Arizona State University’s payroll system, and your stipend will be paid out in installments on a bi-weekly basis. During this appointment, you will receive <$xxx.xx> per pay period during the Fall semester pay periods (8/5/24 – 12/22/24) and <$xxx.xx> during the Spring semester pay periods (12/23/24 – 5/11/25) in which you are appointed.

Offer Acceptance

Please acknowledge this amended appointment by signing and returning this document to <insert name/email address> by <insert date>.

**By signing below, I certify that I have read, understand, and agree to all of the terms and conditions of the above-referenced stipend amendment and the original appointment letter, and I accept the appointment.**

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First Name Last Name Signature Date

Funding Source and Gportal Financial Information

CC:

PG/GF/GR:

HR Dept Code:

Faculty Supervisor ID: