**25% RA/TA Recruitment Financial Support Offer Template**

**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**

<Date>

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

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

Dear <First Name>,

Congratulations on your admission to the <program name> graduate program in the <unit name>. We look forward to your joining us next year/semester.

I am writing to provide you the details of the comprehensive academic financial package we are offering to support your graduate education as outlined below:

An appointment as a 25% Graduate <Research/Teaching> <Assistant/Associate> <RA/TA> for the <2024-2025 academic year/2024 Fall semester/2025 Spring semester>. The appointment provides financial support in the form of a stipend in the amount of <$12,293.00/$6,146.50 (note: this is ASU AY2023-24 minimum amount; AY2024-25 minimum to be determined)> for the <AY/semester>.

* As a 25% <RA/TA>, you will receive a partial tuition award (reflected as RA/TA Remission on your student account**). You will be responsible for 50% of the Arizona base resident tuition costs.** **You will be responsible for 50% of the Arizona base resident tuition costs. For AY2024-25, this amount should not exceed $****3,140.50/6,281 for the semester/year.**

The current <semester/annual> value of the tuition award for students enrolling in 9 credit hours (standard number for ASU graduate students) is $11,304.50/$22,609 for international, $10,107.50/$20,215 for non-residents and $3,140.50/$6,281 for residents. Your award will be based on your actual tuition and will not exceed those charges. Additional credit hours may provide an additional benefit.

* *A <University Graduate Fellowship> (or other fellowship funding), in the amount of $<x,xxx> per <AY/semester>.*

*Examples of additional language that can be used if multi-year funding is possible:*

1. *Graduate <Teaching Associates> have the opportunity to earn a summer stipend through engagement in <sponsored research/teaching/etc>. For students on a full-time summer research appointment, typical support is <$x,xxx> but can be more depending on the availability of funds.*
2. *The <teaching> assistantship is an important part of your academic preparation but is usually only provided during the <first year>. In subsequent years, support is usually in the form of a <research> assistantship from the student’s advisor’s contracts/grants. Therefore, you must select an advisor by the end of your first semester.*

Additional financial support is possible for up to <four> years contingent on satisfactory academic progress, satisfactory conduct, satisfactory performance of professional responsibilities, and availability of funding. Assuming those conditions precedent were met, the total estimated value over <four> years of possible support including stipend, tuition, insurance, fellowship funding, and summer support would be approximately <$xxx,xxx>.

Please note, RA/TA appointments are, by definition, limited term appointments and do not create any expectation for continued appointment. RA/TA appointments, absent earlier termination, automatically expire at the end of the appointment term without notice of termination.

Financial Support Estimate Summary for the <2024-25 academic year/2024 Fall semester/2025 Spring semester>

**[example below, all funding listed above should be reflected in grid]**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Funding to Student via Payroll** | Fall 2024 | Spring 2025 | Summer 2025 | Total |
| Stipend | <$12,293.00> | <$12,293.00> | <$x,xxx.xx> | <$24,586.00> |
| **Funding to Student via Student Account** |  |  |  |  |
| Tuition (not to exceed actual costs) | <$10,107.50> | <$10,107.50> | <$x,xxx.xx> | <$20,215.00> |
| UGF/Other Funding | <$x,xxx.xx> | <$x,xxx.xx> | <$x,xxx.xx> | <$x,xxx.xx> |
| **Total Estimated Award** | **<$22,400.50>** | **<$22,400.50 >** | **<$x,xxx.xx>** | **<$ 44,801.00 >** |

Payment of Stipend and Other Awards

* The 25% FTE, 10 hours per week appointment (ASU’s equivalent of a half-time opportunity) 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 <$xxx.xx> per pay period. For the <academic year/semester> appointment, your start date will be <xx/xx/xxxx> and the end date of this appointment will be <xx/xx/xxxx>. For the summer appointment, your start date will be <xx/xx/xxxx> through <xx/xx/xxxx>. There are 26 pay periods annually, 20 in the academic year and 6 in the summer. You will receive your first paycheck on <xx/xx/xxxx>.
* Your fellowship <award/awards> will be disbursed in two increments: <$X,XXX> at the beginning of the Fall <20XX> semester and <$X,XXX> at the beginning of the Spring <20XX> semester.
* If you have applied for and/or received financial aid, acceptance of this assistantship may decrease your financial aid funding eligibility. Please consult Financial Aid and Scholarship Services if you have additional questions.
* Please note that your assistantship stipend will be subject to appropriate tax deductions, and it is your responsibility to understand the costs of benefits and tax implications of your appointment. If you have any questions about the tax implications of your appointment, please consult your tax advisor. ASU staff does not provide tax advice.
* The RA/TA appointment is contingent on the availability of funds to support the appointment which may terminate if funding is no longer available.

Fees and Program Tuition

Note that assistantships do not cover university mandatory fees, program tuition and/or fees for the academic year or summer sessions; these are the responsibility of the student. For more information on the ASU cost of attendance visit <https://students.asu.edu/standard-cost-attendance>.

Health Insurance

The 25% appointment discussed above **does not** provide premium coverage for ASU individual health insurance. Please note, if you need health insurance, you may still select that option when registering for classes on myASU; if you decline, you will be without coverage from the university. These premiums and/or premiums for any other insurance plan will not be covered.

Applicable Laws and Policies

The assistantship appointment discussed above is subject to federal and Arizona law and the policies of the Arizona Board of Regents, the policies of Arizona State University, and the specific appointment terms and conditions stated in the official appointment letter.

Offer Acceptance

Please inform us in writing of your decision to accept this financial offer no later than April 15, <20XX>. In accordance with the [Council of Graduate Schools’ (CGS) resolution](https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution), you may consider other offers of financial support until the April 15 deadline, but any decision after April 15 is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 15 deadline, after which point it is automatically rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible.

Please indicate your decision regarding this funding offer by signing below and returning the signed document to: <name, email, phone>. Once your signed acceptance is received, in order to accept your academic appointment, you will receive an official <Research/Teaching> <Assistant/Associate> appointment letter which contains the specific terms and conditions of the academic appointment and which you must sign and return. In addition, the appointing department will provide you additional information regarding graduate student and university orientations and required trainings as well as departmental and payroll information.

Congratulations once again on your outstanding academic achievements that qualified you for admission and this offer of academic financial support. We appreciate your interest in our program and faculty. We look forward to having you play a more active and valuable role in <Unit Name>. Please feel free to contact us if you have any questions.

Sincerely,

<Name>

<Title/Position>

\_\_\_\_\_\_\_\_\_\_ **I am pleased to accept this funding offer.**

\_\_\_\_\_\_\_\_\_\_ I am unable to accept this funding offer and understand that if I attend ASU, the costs associated with my attendance are solely my responsibility.

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

First Name Last Name Signature Date

Funding Source and Gportal Financial Information

CC:

PG/GF/GR:

HR Dept Code:

Supervisor ID: