HAND DELIVERED OR REGULAR MAIL

Please carefully review and change/update/remove information found in RED to fit your appointments

Date

Applicant Name

Address

City, State, Zip

Dear Mr./Ms. (Student Name):

Congratulations! On behalf of the Department, I am pleased to offer you financial support to pursue your degree during the 2020 summer semester in the form of an assistantship. The details of your assistantship are as follows:

* Salary: $5,187.00 or $1,729.00/ month (step 32)
* Summer Semester Tuition Waiver: Estimated value of $1,725

Your appointment will be from May 16 - August 15, 2018. This will be a half-time (.50 FTE) appointment, which requires a minimum of twenty (20) hours of service per week, in addition to your academic coursework. This appointment is conditional subject to the appointment contingencies stated in this offer letter.

Please accept or decline this assistantship offer by indicating your decision below, then signing and returning to your supervisor. Failure to respond by **May 3, 2019** will result in this award offer to be withdrawn.

Please contact me if you have any questions regarding the terms of this offer. I look forward to hearing from you soon.

Sincerely,

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

Supervisor Name Appointing Authority Name

Supervisor Title Appointing Authority Title

**Appointment Details:**

This assistantship offer is contingent upon:

* Enrollment in a minimum of 3 course credits during the summer semester.
  + Maintenance of a 3.0 cumulative grade point average.
* Satisfactory academic progress determined by your academic home department.
* Completion of the Responsible Conduct of Research Training.
* That you meet attestation and training requirements.
* Satisfactory completion of duties assigned.
* Additional requirements associated with appointment.

Position description and duties will be provided by your supervisor by the first day of your appointment.

***Health insurance:***The Graduate Student Medical and Dental Insurance Plan is provided to graduate student assistants as a benefit. It is designed to help you pay a portion of the medical expenses you may incur. Students on a qualified graduate assistantship appointment for the spring semester will be automatically covered through the summer semester. New graduate students admitted during summer semester 2019 and appointed to an assistantship may enroll in the [Student Health Insurance Medical Plan.](https://cougarhealth.wsu.edu/studentinsurance/graduate-students/)

**Payroll Dates*:*** WSU employees are paid on a semimonthly lagged payroll system. Please visit the Payroll Services website for the [WSU Paydays.](https://payroll.wsu.edu/paydays/)

**Residual fee*:***All students on an assistantship are required to pay the residual fees (i.e., *fees not covered* by the tuition waiver). Please see the [Summer Session Graduate Student Fees and Payments.](https://learn365.wsu.edu/summer-session/tuition-and-fees/)

Responsible Conduct of Research (RCR) training is required for all graduate students. The RCR training is located at <https://myresearch.wsu.edu/Training/OldAvailableTraining.aspx>.

Graduate Assistantships are contingent upon the continued satisfactory academic and performance progress. Further guidance is available in the current [Graduate School Policies and Procedures](https://gradschool.wsu.edu/policies-procedures/).

Mandatory employee training on Discrimination and Sexual Harassment Prevention is required for all Washington State University employees. This is a Web based training located at [Human Resource Services.](http://hrs.wsu.edu/dshp/)  Students are required to complete the Discrimination and Sexual Harassment Prevention training within 30 days of their appointment start date. Failure to fully complete this training may result in future ineligibility of any financial support or benefit of your appointment. Students may review their completion of training by logging into [WSU Online Training account](http://hrs.wsu.edu/skillsoft), select the "My Progress" button from the left side menu, then select the "Completed" tab for a list of your training history (please note the date range criteria above the "Completed" tab). Click on the red ribbon icon if you would like to print a Certificate of Completion.

I hereby \_\_\_\_\_accept \_\_\_\_\_decline the above assistantship.

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

Student’s Name/Signature Date