

DATE

Name
2 No Where Rd
Departmental, GA 30002

Dear _____,

Congratulations! You have been selected to receive a **[teaching, research, or lab]** Assistantship for 2019-2020. Recipients are selected through a competitive process, and assistantships are awarded only to the University's most qualified individuals to aid them in their pursuit of study or research. Your assistantship includes \$XXXX for the work you will perform. If raises are approved by the State of Georgia, this amount may increase.

By accepting this assistantship, you will pay a reduced tuition fee of \$25 per semester instead of full tuition, which for the 2018-2019 year is \$4,352 for in-state students and \$12,346 for out-of-state students. The full value of this award includes the annual stipend and the savings in tuition that you will receive should you accept this assistantship. To determine what impact, if any, this assistantship will have on your financial aid award for the academic year, please contact the Office of Student Financial Aid (OSFA) at 706-542-6147 or osfa@uga.edu. This is strongly encouraged for students who receive this letter after July 1.

You will be obligated to pay mandated student fees. For spring 2019, these are \$1,139 and included services of the University Health Center and Ramsey Student Center for Physical Activities as well as transportation, athletic, technology, and activity fees. International students will be required to pay an International Student Compliance Fee. The updated fee amount can be found at http://issis.uga.edu/docs/Info_Section/ISCF_amounts.pdf. For further information on tuition and fees, please see <http://www.bursar.uga.edu>.

All students on assistantship are required to have health insurance unless you qualify to opt out of the University System's health insurance plan. Further information on premiums for the Mandatory Plan is available at <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-premiums/>. Additional information on student health insurance can be found at <http://www.hr.uga.edu/students>.

You will have a **[13 minimum / 20 max]** hour per week work obligation to the department. Your work obligation will begin on _____ and end on _____. Your assignment for your assistantship duties will be defined by **[faculty member or department head]**. **[Optional: Your duties will include...]** **[If applicable: *Contingent upon satisfactory academic progress, work performance, approval of your department, and continued funding by the State of Georgia, your award will be extended for the following(semester, year)*]** If you have questions about your work obligations, please contact **[contact information]**.

You must register for a minimum number of credit hours for each semester when accepting an assistantship award. For fall and spring semesters, the minimum is 12 credit hours. For summer semester, the minimum is 9 credit hours.

I sincerely hope you will accept this offer of an assistantship, and I wish you success at UGA. Please inform us of your decision by signing and returning one copy of this letter to [Name] at [Address] no later than [Date] **(In accordance with the [Council of Graduate Schools' \(CGS\) resolution](#), students must be given until April 15th as a deadline date to respond to this offer letter.)**

Sincerely,

Member (PI) or Dept. Head

Dept. Head or Dean

Faculty

Accepted:

Declined:
