

DATE

Name
2 No Where Rd
Departmental, GA 30002

Dear _____,

Congratulations! You have been selected to receive an Osborne Assistantship Award with the department of XXXXX. 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 selection as a recipient of this award is a testament to your scholarly achievements and potential for future success in your chosen discipline.

The benefits of this Assistantship includes an annual stipend of \$24,743 and a reduction of the tuition fee to \$25 per semester, instead of the standard tuition, which for the 2018-2019 school year is \$4,352 for in-state students and \$12,346 for out-of-state students. Therefore, the full value of your Osborne assistantship includes both the annual stipend and considerable savings in tuition, designed to aid you in the scholarly pursuit of your graduate study and research.

Payments for new students will be prorated for the first year since students do not begin their assistantship assignment until August 1, 2019 rather than July 1, 2019.

Your assistantship runs from August 01, 2019 to June 30, 2020. 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 also 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>.

Osborne Assistantship recipients are required to take a course in the responsible conduct of research (RCR) or related issues in professionalism. To meet this obligation, the Graduate School offers a course (GRSC 8550) in both the spring and fall semesters. Alternatively, your department may offer another suitable course. You will also be required to prepare an individual development plan. Several models are available, including those on the Graduate School website <http://grad.uga.edu/index.php/current-students/professional-development/individual-development-plan/>.

You will have a **16** hour per week work obligation to the department. Your assignment for your assistantship duties will be defined by XXXXX. If you have questions about your work obligations, please contact your graduate coordinator.

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] (**students must be given at least to April 15, 2019**).

Sincerely,

Faculty Member (PI) or Dept. Head

Dept. Head or Dean

Accepted:

Declined:
