

<Date>

<First Name> <Last Name>

<Address>

<Address>

Dear <First Name>:

I am pleased to inform you that you have been awarded a Graduate Assistantship with the <College/Department> for the period of <Start Date> to <End Date>. This award represents an academic distinction and honor, which acknowledges the University's recognition of your capability for graduate study and scholarship. I congratulate you on your selection.

Your assistantship requires a time commitment of 20 hours per week and you will be paid a stipend of <stipend amount per semester> per semester over the term of your appointment. In addition, you will receive tuition remission for up to 12 credit hours a semester, not to exceed 30 credit hours per year. You will be responsible for all fees associated with your enrollment prior to the billing deadlines. Current fees for the academic year are <fees> per credit hour.

This appointment is contingent upon your admission, enrollment, maintenance of minimum credit requirements, and good standing in a graduate degree program at Frostburg State University. You must maintain a 3.0 cumulative GPA in order to retain your assistantship.

Please find enclosed the Graduate Assistant contract, the "Graduate Assistantships - Policies, Terms, and Conditions," and an instruction sheet for completing the additional Human Resources documents as well as the University of Maryland System Graduate Assistant/Fellowship Request For Tuition Remission form. This paperwork must be filled out and returned for initiation of your payroll and tuition remission. We look forward to your enrolling and wish you success in your program.

Should you decide not to accept this Graduate Assistantship, please notify me immediately so that appropriate actions can be taken.

You are required to report to campus on <Date> to participate in a Mandatory Graduate Assistantship Orientation on <Date> at <Time>. The orientation will be held in <Location>. Please note all Graduate Assistants are required to attend both returning and newly appointed.

If you have any questions, please contact <Name and Contact Information>.

Sincerely,

<Dean/Representative>

CC: Vickie Mazer, Director Graduate Services

10/12/11