

[Date}

[Name]
[Address]
[State, zip]

Dear [Name]

I am pleased to inform you that you have been awarded a Graduate Assistantship with the Department of [Name of Dept] in the position [position number/title] for the period of [date] to [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 [x] hours per week and you will be paid a stipend of [x] per semester/session 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.

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, tuition remission form and any additional required human resources paperwork. Please return all paperwork to the FSU Office of Graduate Services, 101 Braddock Rd., Frostburg, MD 21532 within 10 days of receipt.

You can find the Graduate Assistantship Handbook which outlines the Graduate Assistantship policies, terms and conditions on the Graduate Office website at <https://www.frostburg.edu/admissions-and-cost/graduate/financing-your-education-grad/graduate-assistantships.php>. Should you decide not to accept this Graduate Assistantship position, please notify us immediately so that appropriate actions can be taken.

If you have any questions, please call 301.687.7053.

Sincerely,

Vickie Mazer, Ed.D.
Director Graduate Services