

<Date>

<Name>  
<Address>  
<City>, <State> <Zip>

Dear: <First Name>

I am pleased to inform you that you have been awarded a Graduate Assistantship with the <College/Department/Unit> 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 <# hours> hours per week and you will be paid a stipend of <stipend amount per semester> over the term of our appointment. In addition, you will receive tuition remission for up to <# credit hours> 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, 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

CC: