



Graduate Assistant Agreement

A number of graduate assistantships are made available each year to assist students with expenses while studying for advanced degrees at Southeastern University. Students who are enrolled as a non-degree seeking, post baccalaureate or in any other non-graduate degree enrollment classification are ineligible for assistantships. Please read each section below and initial on the lines indicating you have read and understand each section.

_____ **Eligibility and Requirements** – Students interested in obtaining a graduate assistantship must first be admitted to a graduate degree program at Southeastern University. Students who receive an assistantship must be enrolled and seek assistance from their Academic Advisors. In general, a student in a master's degree program could possibly hold an assistantship for maximum of two years or the duration of the degree program. All program time frames include fall and spring semesters, and possibly the summer. A student is eligible for additional years of assistantship support if she or he has completed all requirements for a masters degree (has graduated) and is admitted into a second master degree program. Graduate assistants are not eligible to work at any other paid position at Southeastern University during the time of their assistantship. Assistants must maintain a 3.00 GPA to continue eligibility.

_____ **Benefits** – (Please fill out the *Graduate Assistant Benefit Form* included in this packet)
The graduate assistantship provides a student with benefits, which could include a tuition scholarship, a stipend, and/or a meal plan. Other benefits may be provided based on the specific requirements chosen per department.

Periodically, graduate students may find that they have to take an undergraduate course or a course not included in the requirements for degree program in order to either meet a prerequisite requirement, or in order to master a set of skills necessary to engage in graduate study. Graduate Assistantships do not cover tuition for such courses, and thus graduate students carrying graduate assistantships must pay tuition for such courses out of pocket. In addition, tuition scholarship does not include any fees, books, hard costs, etc. The AMBA program is excluded for Graduate Assistantships.

In order to receive a meal plan, please choose the specific meal plan on the Benefit Form. Campus meal plans are not available during the summer semester.

_____ **Availability** – Graduate assistantships are offered in both academic and administrative areas. Assistantships provided through academic departments typically involve either teaching or research responsibilities. Assistantships in administrative offices involve a variety of office specific/departmental tasks.

_____ **Procedures** – You will be notified by the department/office that you are approved for the assistantship by a *Letter of Appointment*. The *Letter of Appointment* must be returned to the department in a timely manner in order to process your tuition scholarship and to ensure that nothing is delayed. You must fill out 19 paperwork with the Human Resources Department within three days of your hire.



_____ **Appointment Period** – Assistantships may begin the week prior to classes and could continue through graduation. Graduate assistants work a minimum of 20 hours per week with a maximum of 29 hours. Specific hours of employment are arranged between the student and the supervisor.

_____ **Termination** – A Graduate Assistant may be terminated due to reasons such as failure to perform tasks, low performance reviews, negative attitude, cheating/plagiarism, and/or other behavioral issues which violate SEU's code of conduct. If the Graduate Assistant is involuntarily terminated or voluntarily withdraws from classes before the end of the semester, the student will only be refunded a portion of what they actually paid on their account on a prorated basis, based on the amount of days beyond the drop/add deadline. The student will not be reimbursed any scholarship funds provided by the university.

_____ **Tax Implications** – In compliance with the Internal Revenue Code (IRC) 127, amounts in tuition scholarship for the calendar year that exceed \$5,250 is deemed income to the student and taxed accordingly. Therefore, any amount of the GA's tuition scholarship that exceeds \$5,250 for the calendar year will be taxable to the student. In addition, housing and meal benefits are fully taxable to the student.

I have read and agree to the terms and conditions of the GA Information Sheet that have been listed above. I also understand and acknowledge that the GA waiver only covers tuition and no other fees related to my degree program.

Printed Student Name

Student Signature

Date

Supervisor Signature

Date