**Appointment Letter –Full-Time Renewal GA or RA**

Date:

Name:

Student ID: *(Include UNH assigned ID Number)*

Dear :

I am pleased to offer you a renewal of your Graduate (or Research) Assistantship in the University of New Hampshire’s Department (or Center) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You will receive a stipend of $\_\_\_\_\_\_\_\_\_\_\_\_ with a start date of \_\_\_/\_\_\_/\_\_\_\_ and an end date of \_\_\_/\_\_\_/\_\_\_\_\_ You will be paid on a bi-weekly basis and will have the option for direct deposit. Tuition is waived for all students who hold a full-time Graduate Assistantship.

In addition to the stipend and tuition benefits described above, your assistantship will also include individual health insurance. Further information regarding health coverage can be found at: <https://www.unh.edu/business-services/healthins>. If you are able to show proof of alternative coverage by a U.S. based health insurance plan that meets all of the criteria outlined at: [Student Health Benefits Plan](http://www.unh.edu/health-services/shbp) you are encouraged to waive the UNH Student Health Benefit (UNH SHBP) by completing the waiver:  A link to the waiver form can be found on the information link above. (Students who are in the US with an F1 or J1 visa are required to enroll in the UNH SHBP.)

**Please note: It may take until October 1 (Fall semester) or March 1 (Spring semester) for tuition waivers to post to your student account. Tuition waivers awarded with assistantships do not include overload tuition charges. Student late fees are not applied during this time. If the waiver has not yet posted after the dates listed above, please contact your department. Full-time Graduate (or Research) assistants registered for 9 credit hours or more will be charged 50% of full-time mandatory fees.**

From your stipend, you will need to cover room and board and mandatory fees. The mandatory student fee rates for the current academic year can be found at <https://www.unh.edu/business-services/tuitgrad> . Housing is available either in a graduate dormitory, conveniently located on campus, in university apartments or in private rentals.

Additional information on graduate appointments can be found at: <https://catalog.unh.edu/graduate/general-information/fees-financial-support/>.

Duties associated with the assistantship include:\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The time spent in these duties is approximately twenty hours per week. Your continued employment is contingent upon your ongoing demonstration of successfully fulfilling these job expectations.

Please do not hesitate to contact us if you have any questions. We ask that you please inform us of your decision as soon as possible.

Please provide your written response to this offer by endorsing and returning this letter no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, although an earlier response is appreciated.

Sincerely,

*(Name Graduate Coordinator)*

I accept \_\_\_\_\_\_\_ or do not accept \_\_\_\_\_ this offer for an assistantship.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: BSC

11/2021