

<DATE>

<APPLICANT NAME>

<APPLICANT ADDRESS 1>

<APPLICANT ADDRESS 2>

<APPLICANT FAU EMAIL>

Dear <APPLICANT NAME>,

Congratulations on your admission to Florida Atlantic University! We are delighted to welcome you to the <DEGREE> program in <PROGRAM>, starting in <SEMESTER AND YEAR>. Along with your admission to our academic program, we are pleased to offer you an assistantship appointment as a <GRADUATE TEACHING ASSISTANT (GTA) or GRADUATE RESEARCH ASSISTANT (GRA)>. Your assistantship will provide funding for [up to <NUMBER OF YEARS> years **OR** [for the 2025-2026 academic year, renewable based on the availability of funding].

Your outstanding academic achievements have positioned you as a valuable addition to our department. We are confident that you will contribute meaningfully to our academic and research community, and we are committed to providing you with a purposeful, challenging, and diverse experience.

<OPTIONAL: INSERT INFORMATION ABOUT THE DEPARTMENT/PROGRAM/COLLEGE RESOURCES, THE PROGRAM, RESOURCES, BOILERPLATE HIGHLIGHTS, ETC.>

The <PROGRAM NAME> program is pleased to offer you the following comprehensive package of experience and financial assistance to support your studies, including:

<SECTION A: INCLUDE THE FOLLOWING LANGUAGE FOR GTA/GRA APPOINTMENTS>

Assistantship Appointment

Your appointment as a <GTA/GRA> carries an annual stipend of \$<ANNUAL STIPEND>, covering the Fall and Spring academic terms, and <INCLUDES / DOES NOT INCLUDE> the Summer term. <INCLUDE ADDITIONAL LANGUAGE IF SUMMER APPOINTMENTS APPLY>.

This assistantship requires you to work <NUMBER OF HOURS> hours per week during the academic semesters. Florida Atlantic University operates on a bi-weekly pay schedule, with 26 pay periods per year. Your position will be supervised by <FACULTY NAME, TITLE> and will provide you with valuable experience in <EXPERIENCE>. Your specific responsibilities will include: <RESPONSIBILITIES>.

Tuition Benefits

As a <GTA/GRA>, you will receive a tuition waiver covering up to 27 credits per academic year for the duration of your appointment. To remain eligible for tuition benefits, you must comply Florida Atlantic's [Tuition Benefits Policy for Graduate Students](#). International and out-of-state students who work at least 0.25 FTE (10 hours per week) will also have the non-resident fee waived. **Please note that the waiver does not cover mandatory or program-specific fees, which you will be responsible for paying.** Detailed information on fees is available [here](#).

<HEALTH INSURANCE: INCLUDE ONLY FOR MINIMUM FTE 0.5, 20 HOUR/WEEK APPOINTMENTS>

Health Insurance Benefits

Florida Atlantic University believes that access to quality, affordable insurance is critical for the health and well-being of our students. Every full-time Florida Atlantic GTA or GRA must show proof of comparable health insurance prior to registration. To meet this requirement of your 0.5 FTE (20 hours per week) appointment, you will be automatically enrolled in our university-selected health insurance benefit at a reduced cost. Florida Atlantic University will cover 85% of the premium for the plan, and you will be responsible for the remaining 15%. Specific policy information on cost, coverage, and how the enrollment process works for the 2025-2026 university-sponsored health insurance plan will be sent to you and can also be found by visiting the [Florida Atlantic University Student Health Insurance Plan website](#).

<SECTION B: INCLUDE FOR ALL APPOINTMENTS>

Total Funding Package

For the 2025-2026 academic year, your assistantship and benefits package is valued at approximately \$<TOTAL VALUE>.

Appointment Onboarding, Continuation, and Renewal

Before your first day of employment, you will need to complete the onboarding process in Workday, [Florida Atlantic's Human Resource \(HR\) and Financial Management system](#). Please monitor your FAU email for detailed onboarding instructions. Your employment start date is contingent upon successful completion of all required admissions and employment documents, including a background check and any applicable screenings per Florida Statute §1010.35. Your start date is <START DATE>.

Continuation and renewal of this assistantship depend on your academic performance, employment evaluations, and the availability of funding. Your employment performance will be reviewed by your supervisor. Please note that Florida Atlantic University Student Employees are at-will employees, and their employment is temporary and incidental to their academic program. Compliance with all Florida Atlantic University policies, regulations, and guidelines is required to maintain your employment.

Prohibited Amorous or Sexual Relationships

Student employees (GTAs and GRAs) who work in any type of capacity with other students are prohibited from engaging in an amorous, dating, or sexual relationship with a student whom he/she instructs, evaluates, or over whom he/she can exercise authority such that it would impact their educational performance. For more information, please review Florida Atlantic University's consensual relationship policy.

Financial Aid

Graduate students may also be eligible for additional funding, including Direct Unsubsidized Loans, Federal Graduate PLUS Loans, fellowships, and the Florida Atlantic University Graduate Grant. U.S. citizens or [eligible non-citizens](#) are encouraged to complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Please be aware that the total financial aid you receive, including this assistantship cannot exceed your cost of attendance. If you receive Federal financial aid, we recommend consulting the Office of Student Financial Aid to understand how your tuition waiver or other benefits might impact your eligibility. For more information, please contact [Florida Atlantic University's Office of Financial Aid](#).

We are excited to support your academic and professional growth at Florida Atlantic University. We look forward to having you join us. If you have any questions about this offer, please feel free to reach out to <CONTACT INFORMATION>.

Sincerely,

<SIGNATURE>

<NAME/TITLE>

<CONTACT INFORMATION>

Acceptance of Assistantship

To accept this academic appointment, please sign and date below, and return to <RETURN INFORMATION> by <DEADLINE, which is April 15, 2025 **OR** your program-specific deadline after April 15>. In accordance with the [Council of Graduate Schools' \(CGS\) resolution](#), this offer will remain valid until <DEADLINE>. You are under no obligation to accept this offer before this date, but we encourage your to respond as soon as possible. If you accept another offer of financial support, please notify us to withdraw from our offer.

I, (PRINT FULL NAME) _____, accept the terms of this assistantship, contingent upon the successful completion of all required admissions and employment documents.

Signature: _____ Date: _____