

<DATE>
<APPLICANT NAME>
<APPLICANT ADDRESS 1>
<APPLICANT ADDRESS 2>
<APPLICANT FAU EMAIL>

Dear <APPLICANT NAME>,

Congratulations on your admission to Florida Atlantic University. I am pleased to welcome you to the <DEGREE> program in <PROGRAM>, beginning <SEMESTER AND YEAR>. In addition to an invitation to join our academic program, we would like to offer you an assistantship appointment as an <GRADUATE TEACHING ASSISTANT (GTA) **OR** GRADUATE RESEARCH ASSISTANT (GRA)>. Pending academic success in the program, we are committed to providing funding for <INDICATE NUMBER OF YEARS COMMITMENT> years. This offer is contingent upon the successful completion of admissions and employment requirements that include, but are not limited to, a background check and verification of education. Your exceptional academic achievements have prepared you well to join the company of scholars, teachers, and researchers in our department. We are committed to providing our students with purposeful, challenging, and diverse experiences. We have admitted you because we are confident that you will make important contributions to our program, and we look forward to you joining us.

Outlined below is information about our program, Florida Atlantic University, and the comprehensive academic financial package we are offering to support you during your studies.

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

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

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

Assistantship Appointment

An academic appointment as a <GRADUATE TEACHING ASSISTANT (GTA) or GRADUATE RESEARCH ASSISTANT (GRA)> at \$<ANNUAL STIPEND> for <NUMBER OF YEARS>. This appointment is a <9-MONTH **OR** 12-MONTH> appointment for the Fall and Spring terms and <INCLUDES **OR** DOES NOT INCLUDE> the Summer term. <INSERT ADDITIONAL LANGUAGE FOR VARIABLE SUMMER APPOINTMENTS, IF APPLICABLE>.

This appointment requires that you devote <NUMBER OF HOURS> hours per week, during the regular academic semester. FAU's pay schedule is made up of 26 pay periods. Employees, including student employees, are paid on a bi-weekly basis following the pay period in which work was performed. Should you accept this offer, you will be assigned to work under the supervision of <FACULTY NAME, TITLE>. Your position will provide you with <EXPERIENCE>. Your responsibilities will include: <RESPONSIBILITIES>.

Tuition Benefits

This <GTA/GRA> position carries a tuition waiver of up to 27 credits/academic year for the duration of the appointment. To remain eligible for tuition benefits, you must comply with all policies under the [Tuition Benefits Policy for Graduate Students](#). ***Please note that tuition remission does not include the mandatory fees and program-specific fees, which you are obligated to pay.***

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

Health Insurance Benefits

Your 0.5 FTE (20 hours/week) appointment as a <GRA/GTA>, includes health insurance benefits at a reduced cost. FAU will pay for 75% of the premium cost of the FAU-selected plan, and graduate student employees who enroll in the FAU plan will be responsible for paying the remaining 25% of the premium cost. You will have the option to enroll in the fall only, spring only, spring and summer, or a summer only health insurance plan. Once available, detailed information on the 2022/2023 health insurance plan will be emailed to you and will also be available online here: fau.edu/graduate/tuition-benefits/healthinsurance.php

<SECTION B: INCLUDE FOR ALL APPOINTMENTS>

Total Funding Offer for AY 2022-2023

This appointment package is valued at approximately \$<TOTAL VALUE> for the AY 2022-2023.

Appointment Onboarding Renewal

Prior to the first day of employment, students are required to complete the onboarding process in Workday, [FAU's Human Resource \(HR\) and Financial Management system](#). Please monitor your FAU email for onboarding instructions and required documents. Contingent on the successful completion of all required admissions and on-boarding documents, your position starts on <START DATE>.

Continuation and renewal of this offer will be contingent on your successful academic and employment performance, and on the availability of funding. Your employment performance will be evaluated by the faculty member(s) supervising your work. Please note that FAU Student Employees are at-will employees, and their employment is temporary and incidental to the pursuit of a degree or certification. To remain eligible for student employment, students must comply with all FAU university policies, regulations, and guidelines.

Additional Financial Aid

We encourage you to complete the [Free Application for Federal Student Aid \(FAFSA\)](#) before FAU's priority deadline of January 1 for the upcoming year to be considered for additional financial support. If you are applying to FAU or receiving an assistantship after January 1st, then you are recommended to complete your FAFSA after you have submitted your FAU admission application. The total amount of funding (loans and non-loan support) you receive cannot exceed your cost of attendance. If your cost of attendance is exceeded, a reduction or cancellation of your loan (financial aid) will occur. If you are a Federal financial aid recipient, consult with the Office of Student Financial Aid on how receiving a tuition waiver or other benefit might impact your financial aid eligibility.

Your successful academic and personal growth through education and research at Florida Atlantic University are a critical part of our mission and priorities. Therefore, I hope that you will accept our

offers of admission and financial support. If you have questions about the instructions provided, please contact <CONTACT INFORMATION>.

Sincerely,

<SIGNATURE>

<NAME/TITLE>

<CONTACT INFORMATION>

Accept or Decline Your Academic Appointment

To accept this academic appointment, please sign and date below, and return to <RETURN INFORMATION> by <April 15, 2022 deadline **OR** if deadline selected is after April 15, 2022, include your selected DEADLINE>

In accordance with the [Council of Graduate Schools' \(CGS\) resolution](#), we will honor this offer until the <April 15, 2022 **OR** above selected DEADLINE>, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to <April 15, 2022 **OR** above selected DEADLINE>, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after <April 15, 2022 **OR** above selected DEADLINE>.

I (PRINT FULL NAME), _____, acknowledge and accept the terms of this academic appointment. I understand this offer is contingent upon the successful completion of a background check and verification of education.

Signature: _____ Date: _____