**Appointment Letter –Part-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 half-time 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. As a half-time Graduate Assistant you are responsible for paying tuition at 50% of the resident rate.

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.)

From your stipend, you will need to cover room and board and graduate student fees. The 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 ten hours per week. Your continued employment is contingent upon your ongoing demonstration of successfully fulfilling these job expectations.

The University of New Hampshire is a Federal contractor within the meaning of Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors. This position may require that you be vaccinated against COVID-19 in the future unless you apply for and receive a religious or medical exemption to this requirement. You may not test out of this requirement. Therefore, to maintain your employment under the terms of this letter in the future you may be required to provide proof of vaccination or to apply for and receive a religious or medical exemption.

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: fin.academicunits@unh.edu

1/2022