[Insert 1 Date]

[Insert 2 Student’s Full Name & Address]

Dear [Insert 3 Name]:

I am pleased to offer you the following package of Graduate Student Support as a Teaching Assistant for the [Insert 4 Summer I session and/or Summer II session] at Temple University. This award is being made in recognition of your academic achievement. If you accept this award, you may register for a course, providing you meet the “Tuition” guidelines as noted in the “Benefits Awarded” section of this letter. If you are entitled to a tuition benefit, the academic course must be listed in your academic plan of study and approved by your academic advisor and dean. You are also required to remain in good academic standing and to continue to make satisfactory progress (as defined by your school/college) toward your degree. In addition, you must perform the required work at a level considered satisfactory by the designated University officer.

Please read this document and initial each page in the lower right-hand corner to acknowledge that you have read and understand all of the terms and conditions of this award. Sign the final page and return this copy to the person designated on the final page. Be sure to keep a copy for your own records. Temple University neither promises nor guarantees renewal of this award beyond the term offered.

Temple University also makes available Student Financial Aid in the form of loans. For information on loans, please consult the Student Financial Works website ([www.temple.edu/SFS](http://www.temple.edu/SFS)).

**TERMS AND CONDITIONS OF THE ASSISTANTSHIP**

**Department(s)/Unit(s) in Which Work Is Required**

[Insert 5 unit(s) name]

[Insert 6 name of school/college]

**Supervisor(s) in Department/Unit**

[Insert 7 name]

# Period of the Award

[Insert 8 start date] **–** [Insert 9 end date]

# Total Stipend for Period of Award

[Insert 10 total stipend] to be paid in [Insert 11] monthly installments beginning on [Insert 12 date of first check] and ending on [Insert 13 date of final check].

**Type and Amount of Work Required**

By accepting this award, you agree to provide to the University during the term of the Teaching Assistantship an average of [Insert 14 number of] semester hours of work each week of the summer session(s) for which you receive an appointment. This equates to working a [Insert 15 number of]-hour work week during the course of the summer session(s), calculated at the rate of 6.66 hours of work per semester hour of teaching and/or other related duties assigned by your department. Your work may be assigned at any location within the University as specified by the designated University officer. At this time, in accordance with the workload guidelines established by Temple, you may expect your work assignment to be as described in the attached Assignment Form, which you are required to sign and return. This award constitutes a [Insert 16 full-time or fractional %] appointment, and benefits awarded will be provided at this proportional rate.

# Benefits Awarded

## Tuition

As a Teaching Assistant, you only qualify for tuition remission during the summer session(s) that you are being paid to perform teaching duties. Furthermore, your tuition entitlement is prorated based on the number of semester hours for which you are contracted to teach and/or assist in classroom-related activities. Tuition entitlement is as follows:

* A TA who performs 5 or 6 semester hours of teaching in a summer session is working a 33- or 40-hour work week and cannot be enrolled in classes during the summer session s/he is teaching.
* A TA who performs 3 or 4 semester hours of teaching in a summer session is working a 20- or 27-hour work week and is entitled to 50% tuition remission for up to 3 semester hours of coursework during the summer session in which s/he is teaching. *The summer school course must be listed in the student’s academic plan of study.*
* A TA who performs 2 semester hours of teaching in a summer session is working a 13-hour work week and is entitled to 25% tuition remission for up to 3 semester hours of coursework during the summer session in which s/he is teaching. *The summer school course must be listed in the student’s academic plan of study.*

Based on these rates, you will receive [Insert 17 no or 50% or 25%] tuition remission for your appointment. If tuition remission is granted, the award may be used only for payment of your tuition for a course of study approved by your advisor and dean and cannot be converted to a cash award.

## Health Insurance

If you have a full-time appointment for an entire academic year, Temple will contribute the premium required to pay for a 12-month single-coverage Keystone Point of Service plan. If you hold less than a full-time appointment or an appointment for less than an entire academic year, Temple’s contribution will be prorated accordingly. Current insurance plan options and rates can be found on the Human Resources website at [www.temple.edu/hr/students](http://www.temple.edu/hr/students).

If the amount contributed by Temple is not sufficient to fully pay the premiums for the plan you select, you will be responsible for any difference in premium. You will receive a bill from Independence Blue Cross for the differential and will be responsible for submitting payment directly to Independence Blue Cross. Temple’s obligation to contribute is conditioned upon your maintaining your current award status. If you fail to maintain your current award status, Temple’s contribution will be reduced pro rata for that period of time.

You may enroll in a plan online through the Independence Blue Cross website at [www.ibx.com/temple\_students](http://www.ibx.com/temple_students) during the designated open enrollment period. After you accept the award and have completed all employment procedures, your subsidy will be credited.

**Other Benefits**

You may also be eligible for certain paid and unpaid leave, office space, supplies, equipment, education, and training.

**Employment Performance**

In the performance of your functions as an employee, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

**Additional Employment**

Any other employment (within or outside of Temple) is subject to University approval and will be permissible only if it does not interfere with assigned duties or responsibilities and is in accordance with other Temple policies. Any TA seeking other employment must notify the University by completing and submitting the “Request for Other Employment” form.

# Prorated Assistantship Clause

### If the Assistantship is discontinued for any reason, your stipend and benefits will be prorated through the last day worked. Your tuition may also be prorated at the sole discretion of the dean of your school/college.

# Conditions Subject to Change

The designated University officer may assert her/his sole discretion and place you in a different assignment if s/he deems it necessary to do so. The terms and conditions of this Assistantship are subject to change in accordance with changes in the level of external grant and/or contract funding; in enrollment and class scheduling in the unit in which work is assigned; and the needs of the department, school/ college, or University which may necessitate an alternative to the projected predominant assignment.

**Policies and Procedures of Temple University**

This Assistantship is subject to all policies and procedures of Temple University, the Graduate School, and your school/college. You may review all academic policies in the dean’s office of your school/college and all University-wide policies and procedures in the Department of Human Resources or in the Office of the University Secretary. By signing and initialing this acceptance letter, you agree to be bound by all policies and procedures including, but not limited to, Temple University’s Invention and Patent Policy and Sexual Harassment Policy. University policies are revised periodically, and you are responsible for adhering to the then-current version.

# Proof of Citizenship or Authorization to Study and Work in the United States

Federal law requires that all persons provide evidence of U.S. citizenship or, if you are a non-citizen, evidence of authorization to work in the United States. Temple University requires that Form I-9 be completed **in person** at Temple University **before** beginning employment with the University. If you are a citizen, lawful permanent resident, or non-resident alien, you must complete the I-9.To view the form and instructions on what documents you will need to bring to complete the I-9 form, visit the Department of Justice’s website at <http://www.ins.usdoj.gov/graphics/formsfee/forms/files/i-9.pdf>.

# International Students

**Non-Immigrant and Visa Restrictions**

Temple University is unable to pay any portion of a stipend before you have completed the I-9 and other required forms. If you are on a non-immigrant visa and work prior to your official start date, such work may be considered “unauthorized employment” by the Immigration and Naturalization Work Act and a violation of status.

**Medical Evacuation and Repatriation**

In addition to ensuring health coverage, you will be required to enroll in the Medical Evacuation and Repatriation Program and self-pay the appropriate premium.

**Modifications to Terms and Conditions of the Assistantship**

The terms and conditions described in this document may not be modified or altered by any oral statements or representations of any person. Temple University Graduate Students’ Association (TUGSA) has a collective bargaining contract with Temple University. In the event that you are covered by that agreement and any portion of this letter is inconsistent with that agreement, the collective bargaining agreement takes precedence. You may be covered by this contract although by law you are not required to become a dues paying member.

**INSTRUCTIONS FOR ACCEPTING THE ASSISTANTSHIP**

**Deadline to Accept the Assistantship and Return Signed Documents**

This award is contingent upon your returning this initialed and signed acceptance letter and completing all other forms required by the University. Please initial each page of this letter, sign the last page, and keep a copy for your permanent files. This Assistantship must be accepted within 20 working days of the date offered, or the offer is null and void.

**Certification of English Language Fluency**

Pennsylvania state law requires that all instructors who are not native speakers of English be certified in spoken English. In compliance with this law, Temple University requires that each International Teaching Assistant (ITA) and any U.S. citizen who is not a native English speaker be certified for oral English proficiency. This requirement must be met prior to the first day of classes for the semester in which the TA will teach.  Certification is obtained by passing either the Test of Spoken English (TSE) with a score of 55 or higher or the SPEAK test with a score of 50 or higher. The Educational Testing Service ([http://www.ets.org/tse/](https://po-c.temple.edu/cgi-bin/fetch.cgi?url=http%3A%2F%2Fwww.ets.org%2Ftse%2F)) offers the TSE in the United States and other countries. The SPEAK test is administered by Temple’s ITA Program ([http://www.temple.edu/ita/](https://po-c.temple.edu/cgi-bin/fetch.cgi?url=http%3A%2F%2Fwww.temple.edu%2Fita%2F)) for all TAs who need to be tested.

**Award Acceptance Deadline**

[Insert 18 Date]

If you anticipate any difficulty in returning your acceptance within the time required, please contact me by telephone, email, or fax.

Best wishes for success in completing your graduate degree at Temple University.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Insert 19 Name, Title of Person Authorized to Offer Assistantship]

[Insert 20 Email]

[Insert 21 Telephone]

[Insert 22 Fax]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zebulon V. Kendrick

Associate Dean, Graduate School

**ACCEPTANCE**

**I certify that I am a** (circle one only)**:**  **U.S. Citizen Resident Alien Foreign National**

**I accept the terms and conditions of this award:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Printed Name Email

**RETURN ALL PAGES OF THIS DOCUMENT SIGNED AND INITIALED TO:**

[Insert 23 Name/title of person responsible for managing awards to which acceptance will be sent]

[Insert 24 Mailing Address]

[Insert 25 Email]

[Insert 26 Telephone]

[Insert 27 Fax]

CC: [Insert 28 courtesy copies of letter]

Enclosures: [Insert 29]