

The George Washington University

GRADUATE AWARD REQUIREMENTS

The George Washington University is pleased to offer you an award to assist you in completing your graduate degree at our university. Listed below are the conditions under which this award is made as well as general information on awards.

GENERAL CONDITIONS

The awardee must:

1. Officially accept the award online by the deadline date stated in the award letter, indicating intent to accept the award and its conditions.
2. Enroll in a graduate degree program in the department as awarded (full-time study requires at least nine (9) credit hours per semester). Any number of credit hours that fall below the required registration stated in the award letter must be approved by the Dean's office, with final approval resting with the awarding office. Note that transfers to another school or department will likely invalidate this award.
3. Meet the academic performance requirements of the department and school, as awarded.
4. **Accept full responsibility**, unless the award letter states otherwise, **for covering the costs of the following charges upon registration:**
 - a. the Student Association fee,
 - b. tuition charges above the tuition award, if applicable,
 - c. late registration fees, late payment fees,
 - d. special course-related fees,
 - e. the matriculation fee for incoming students, and
 - f. the thesis or dissertation fee.

The awardee will also be liable for any payment due and charges for courses that are (1) not on the awardee's program of study or (2) not taken for credit. If the awardee drops a course once the semester has begun and does not replace it with another approved course carrying the same number of credit hours, the tuition award will be withdrawn, and the awardee will be liable for any penalty payment(s) due. Consortium courses are permitted if the particular course is NOT offered at GW and if the Consortium course is included in the awardee's official program of study.

5. The applicability of a given award to various GW campuses is dependent upon the eligibility criteria of the award. In the majority of cases, graduate awards are made to students on the Foggy Bottom and Virginia Science & Technology campuses.
6. Awardees who are or who subsequently become benefited employees of GW are not eligible to receive tuition fellowships, graduate assistantships, or stipend awards. All awards made earlier will be rescinded.

CONDITIONS OF GRADUATE ASSISTANTSHIPS

1. Students must discuss expected responsibilities with their awarding department, faculty supervisor or principal investigator as soon as possible after accepting the award, and commit to satisfactorily fulfilling these responsibilities. Responsibilities vary based on assistantship role and department needs.
2. Assistantship salary payments may vary by school, department or sponsored project. Assistantship salaries are paid on the **last** business day of each month. Checks can be electronically deposited in a U.S. bank or mailed to a student's local address if direct deposit is not set up. It is strongly encouraged that graduate assistants set up direct deposit to expedite receipt of salary payments.
3. Before beginning an assistantship position, students must complete the appropriate tax forms and Employment Eligibility Verification process (also known as I-9 verification). For more information on the I-9 process, please [visit this link](#).
4. International students must hold an appropriate visa to accept an appointment as a graduate assistant.
5. By accepting the award, first-time graduate assistants agree to undergo a limited background check. The process involves a criminal background check and a check of the sex offender database. Failure to pass the checks may result in award rescission.
6. All first-time Graduate Teaching Assistants and Graduate Instructional Assistants are required to successfully complete the basic Graduate Teaching Assistant Program (GTAP).
 - a. The basic GTAP includes an online orientation, online GTAP Certification Course UNIV 0250 (a one-credit-hour online course) and Oral English Proficiency Requirement. For more information about the GTAP, please [visit this link](#).
7. Graduate assistantship awardees are subject to the following:
 - a. **In fall and spring semesters:**
 - i. Graduate assistants may hold multiple assistantships as well as a student employment job or a non-GW-affiliated job, as long as the total graduate assistantship hours do not exceed 20 hours per week.

- ii. Graduate assistants who are **fully funded** may not work more than 20 hours per week. Fully funded graduate assistants interested in pursuing employment greater than 20 hours per week may appeal for exemption using the [Request for Permission to Work Process](#).
- iii. Graduate assistants **who are not fully funded** may work up to 40 hours per week between all positions (assistantships, student employment, and non-GW affiliated jobs).
- b. **In summer semesters:** graduate assistants **at all funding levels** may hold multiple assistantships in combination with a student employment job or a non-GW-affiliated job. However, between all positions (assistantships, student employment and non-GW affiliated jobs), a student may not work more than 40 hours per week.
- c. International students should contact the International Services Office to confirm any additional employment restrictions based on their visa status.

SICK TIME

Sick time provides graduate assistants with paid time off to take care of their basic health and safety needs as well as those of their family members. Sick time begins accruing on the date of hire and any accrued but unused sick time can be used during employment with manager approval. Accrued sick time is credited on the last working day of each month and may not be used prior to its actual accrual.

SICK TIME ACCRUAL

- Graduate assistants accrue sick time at a rate of 2.25 hours each month up to 20 hours per year and can carry over up to their maximum annual accrual of sick time each year.

TRACKING SICK TIME

- Sick Time is tracked via Kronos. More information about Kronos, including video tutorials and reference guides, is available at hr.gwu.edu/paid-time.

For sick time policy information please visit the Time Off and Leave Guide found at hr.gwu.edu/paid-time. Please refer only to the sick time sections specific to Graduate Assistants. Students can also contact Benefits at timeoff@gwu.edu for questions related to sick time.

GW STUDENT HEALTH INSURANCE SUBSIDY

The George Washington University provides **fully funded** graduate assistants with a subsidy for the cost of GW student health insurance. This subsidy is available for students in the following schools: CCAS, CPS, ESIA, GSEHD, GWSB, SEAS and SON. For more information about the GW Student Health Insurance Subsidy, [please visit this link](#).

All graduate students should verify their enrollment status in the GW Student Health Insurance Plan. Students who do not wish to retain this coverage may opt out. For more information about the GW Student Health Insurance Plan, [please visit this link](#).

CONDITIONS OF STIPEND AWARDS

1. Students who meet the **fully funded** threshold through a stipend and/or assistantship salary award from GW must not hold other employment inside or outside GW. "Employment" is defined as internships or any other miscellaneous employment that is not part of the fellowship or assistantship. However, under exceptional circumstances, students may apply for and be granted permission to work by completing the [Request for Permission to Work form](#).
2. A stipend award is a cash payment to support a student's academic study, for which no services are required. Stipend awards are paid on the **first** business day of the month. Stipends can be electronically deposited in a U.S. bank or mailed to the student's local address. It is strongly encouraged that stipend awardees set up direct deposit to expedite receipt of stipend payments.
3. The University defines full-time study as a minimum of nine credits per semester. Part-time is defined for awarding purposes as a minimum of six credits per semester, unless the award letter specifically states that less than six credits is allowable.
4. A student receiving a stipend award must report any other awards received (from external entities or other GW departments) to the school or department that has offered the stipend. A decision will be made as to whether the awards offered may be stacked.

GW STUDENT HEALTH INSURANCE SUBSIDY

The George Washington University provides **fully-funded** graduate assistants with a subsidy for the cost of GW student health insurance. This subsidy is available for students in the following schools: CCAS, CPS, ESIA, GSEHD, GWSB, SEAS and SON. For more information about the GW Student Health Insurance Subsidy, [please visit this link](#).

All graduate students should verify their enrollment status in the GW Student Health Insurance Plan. Students who do not wish to retain this coverage may opt out. For more information about the GW Student Health Insurance Plan, [please visit this link](#).

CONDITIONS OF TUITION AWARDS

1. A tuition award is a payment directly to a student's account to cover, wholly or partially, the cost of tuition. Tuition awards are credited directly to the awardee's account at the beginning of each semester *after* the awardee has accepted the award *and* has registered for the required credits. These awards cover the cost of tuition for course work that is credited towards the awardee's graduate degree program, up to the total amount of the award (Normally, no more than nine (9) credit-hours per semester, for a maximum of eighteen (18) credit hours per academic year). Any portion of the tuition award that is not used within the academic year is forfeited and cannot be converted to cash. The academic year includes the fall and spring semesters.
2. The University defines full-time study as a minimum of nine credits per semester. Part-time is defined for awarding purposes as a minimum of six credits per semester, unless the award letter specifically states that less than six credits is allowable.
3. A student receiving a tuition award must report any other awards received (from external entities or other GW departments) to the school or department that has offered the tuition award. A decision will be made as to whether the awards offered may be stacked. Tuition awards cannot exceed the total tuition charges.

GENERAL INFORMATION

AWARD RENEWABILITY

All awards are based on academic excellence. Depending upon the policy of the school or awarding department, awards may be extended or renewed. Awardees should contact the awarding school or department for the maximum length of time an award can be held for masters and doctoral candidates. The length of the award should be specified in the award letter. Renewal is **not always** automatic, and each awardee **may have to reapply** through their respective awarding office to be considered for the following year. Awardees should check with the awarding school, department or Sponsored Project Principal Investigation (PI) for renewability information. Awards on sponsored projects are also subject to the availability of funding.

AWARD TERMINATION

All or part of the award may be rescinded at any time if the conditions of award as described above are not met, or if poor academic progress or unsatisfactory performance in the assistantship role warrants it. Generally, prior to rescission, the program will endeavor to inform the awardee of their inadequacies, provide suggestions for improvement and a timeline for addressing deficiencies, offer additional assistance and/or mentoring, and/or suggest resources to aid the awardee's improvement. If no improvement takes place within the time allowed, the department will request the Dean's office to send the awardee a written notification that the award will be rescinded, with a stated effective date. However, the University reserves the right to rescind an award including all parts immediately and without prior notice if, in the judgment of the Department Chair or Awarding Department and concurrence of the Dean, such action is warranted. While the University is not required to withhold taxes on stipends awarded to domestic students, they are reportable as income and students should report them on their income tax returns.

TAX IMPLICATIONS

COUNCIL ON GRADUATE SCHOOLS RESOLUTION REGARDING GRADUATE SCHOLARS, FELLOWS, TRAINEES, AND ASSISTANTS

Acceptance of an offer of financial support (such as graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Incoming students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which the commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer.

It is the responsibility of the awardee to understand the federal and state income tax implications of receiving an assistantship. The University withholds tax on the salary portion of the award. The Tax Department's website (<http://taxdepartment.gwu.edu/>) provides general information to assist students in determining tax liability and reporting obligations.