

California University of Pennsylvania

Graduate Assistant (GA) Hiring Form (Grant Funded)

Student Name (Please Print) Student I.D. Number Grant Account Name W.B.S. Number

Project Director (Approval Signature) Date Grants Accounting Office (Approval Signature) Date

	Yes/ No	\$	
Bursar's Office (Approval Signature)	Deduction Required	Amount	Date

The employee should make every effort to complete this form within two working days.

Graduate Assistants will be full-time or part time graduate students in good academic standing who are employed by the university to perform various non-academic tasks. Project Directors will provide job descriptions with this form. As a GA, you will receive a stipend each semester. The value of the stipend will be based on the number of hours worked. Please complete the following information. Place a check to indicate (1) stipend option and (2) contract term being accepted.

Stipend Options, Select One:
 Tuition Waiver Only
 Stipend Amount from Grant - \$ _____ Number of Hours per semester _____

Select Contract Term, Select One: Summer Semester 2014 Fall Semester 2014 Spring Semester 2015

Withdrawal/Termination of Position

1. Withdrawal from classes causing a reduction to your academic workload to *below 5 credits* will automatically result in a termination of this position, regardless of when the withdrawal takes place. Stipends will be terminated on the day of withdrawal.
2. If the student terminates the GA with continued enrollment, the stipend will stop and the student will be immediately responsible for any unpaid tuition and fees.

Forms for requesting employment withdrawal or dropping classes can be obtained from the Office of Graduate Studies. Terminations from GA positions must be made timely in the Payroll Office to avoid pay or deduction errors.

Bursar's Office Authorization

The Bursar's Office will determine if a payroll deduction will be required and the amount. The student must submit this form, complete with approval signatures of the Project Director and the Grants Accounting Office, to the Bursar's Office.

Payroll Deduction Authorization

I hereby authorize California University of Pennsylvania to start a biweekly deduction of the amount listed below for the semester(s) (maximum of 8(16) paychecks) for purpose of paying graduate tuition.

I have read the above conditions of agreement for GA, and I agree to these conditions.

STUDENT'S SIGNATURE DATE