DATE

«First\_Name» «Last\_Name»

«Address\_Line\_1»

«City» «State» «ZIP\_Code»

«GreetingLine»

Congratulations! You have been selected to receive the University of Georgia’s Graduate School Master’s Fellow Award. Master’s Fellows are chosen from among the most outstanding nominees, and awards are made only to the most qualified candidates.

*Award Details*

The Graduate School Master’s Fellow award consists of a $4,000 supplement for two years, contingent upon satisfactory academic performance, completion of required professional development, and progress toward degree completion. This award is *in addition* to the assistantship provided by your academic program/department; Graduate School Master’s Fellows must be supported on a departmental or extramurally-funded assistantship for the duration of the award.

All award recipients are required to submit an Individual Development Plan (IDP) and a Mentor-Mentee Compact (MMC) by the end of the first year. [IDP](https://grad.uga.edu/index.php/current-students/professional-development/individual-development-plan/) and [MMC](https://grad.uga.edu/index.php/current-students/mentor-mentee-compacts/) templates are available on the Graduate School website.

*Assistantship Details [CUSTOMIZED BY UNIT]*

The benefits of this assistantship include an annual payment of $XX,XXX ($XX,XXX base assistantship + $4,000 supplement) and a reduction of tuition to $25 per semester,[[1]](#footnote-2) instead of the standard tuition, which for the 2023-2024 school year is $4,439 for in-state students and $12,593 for out-of-state students.[[2]](#footnote-3) Therefore, the full value of this award includes your annual assistantship payment *and* the savings in tuition that you will receive should you accept this award.

Please note that monthly payment amounts are prorated depending on the start and end dates of your appointment, and some paycheck amounts may be less than others. Likewise, the total annual payment will be prorated according to actual months worked.

Your assistantship will begin on [DEPARTMENT ADDS DATE HERE] and end on [DEPARTMENT ADDS DATE HERE]. Your assistantship monthly payment amounts (pre-tax) are listed below. You should use this information to plan accordingly for the year.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|  |  |  |  |  |  |  |  |  |  |  |  |

The University is committed to renewing this award for [Indicate here. Must be at least 1 year to comply with Graduate School Master’s Fellows requirements] additional years, contingent upon your satisfactory academic progress, satisfactory work performance, and continued funding from the State of Georgia. **Please note that the supplement provided as part of the Graduate School Master’s Fellow award will only be for 2 years.**

As a [Teaching, Research, or Lab] Assistant, you are considered a part-time, temporary employee as well as a student, and you are required to follow all University policies. Notwithstanding this offer of assistantship, in the event you are found in violation of a University policy, you may be subject to disciplinary action up to and including termination of your employment. If your employment is terminated, you may become responsible for the full amount of your tuition and fees for the semester in which the termination occurred.

All University of Georgia students are required to pay mandated student fees. For fall semester 2023, these are $695 for students located on the Athens campus and include services of the University Health Center and Ramsey Student Center for Physical Activities, as well as transportation, athletic, technology, and activity fees. For further information on tuition and fees, including applicable fee schedules for other campuses, please see <http://www.bursar.uga.edu>. Additionally, international students will be required to pay an International Student Compliance Fee. Further information on this fee can be found at <https://globalengagement.uga.edu/immigration/fees-page>.

All students on assistantship are required to have health insurance unless they qualify to opt out of the University System’s health insurance plan. Further information on premiums for the Mandatory Plan is available at <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/>. Additional information on student health insurance can be found at <https://hr.uga.edu/students/students_home/>.

To determine what impact, if any, this assistantship will have on your financial aid eligibility for the academic year, please contact the Office of Student Financial Aid (OSFA) at 706-542-6147 or [osfa@uga.edu](mailto:osfa@uga.edu).

Your assistantship award is intended to contribute to your scholarly development and is contingent on your continued status as a graduate student in good standing. While on the assistantship, you must register for a minimum of twelve (12) graduate credit hours for the Fall and Spring semesters and nine (9) graduate credit hours during the Summer semester. You will be expected to [DEPARTMENT ADDS EXPECTATIONS HERE] and take advanced-level courses. Please contact your graduate coordinator if you have questions about your academic obligations.

For your assistantship, you must spend XX hours per week working in your academic department on [DEPARTMENT ADDS EXPECTATIONS HERE]. It is expected that you will perform these duties to the satisfaction of your department and faculty mentor. If you have questions about your work obligations, please contact [Dept. Contact Person].

All Graduate School Award recipients will be honored at a reception held by the Graduate School early in the Fall semester. You will receive an invitation to this event in the summer and we strongly encourage you to attend.

We hope you will accept this Graduate School Master’s Fellow award and assistantship to pursue your degree at the University of Georgia. Please inform us of your decision by signing and returning one copy of this letter to [**Name**] at [**Address**] on or before [DEPARTMENT ADDS DATE HERE – Please note that prospective students must be given until at least April 15th to reply].

Sincerely,

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

Faculty member (PI) or Dept. Head Dept. Head or Dean

Accepted: Date:

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

Declined: Date:

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

1. Graduate Assistants enrolled in an e-rate program pay $25 per semester for tuition plus the e-rate differential. The e-rate differential is the difference between the in-state standard grad rate and the hourly e-rate assessment. [↑](#footnote-ref-2)
2. The most current rates can be found here: https://busfin.uga.edu/bursar/bursar\_quick\_links/ [↑](#footnote-ref-3)