

Graduate Assistant Acknowledgements

Graduate Assistant's name: _____

1. I understand that a GA is expected to work 20 hours a week during instructional periods and **up to 35** hours per week during breaks (spring break, summer, winter break) with the exception of international students who may not work more than 20 hours per week regardless of the academic year.

_____ YES

2. I understand that tuition remission is at the current rate of an MBA credit hour. If the cost per credit hour for a GA's program is more than that of an MBA credit hour, the GA is responsible to pay the additional charges. If a GA is part of a program with a lower rate per credit hour than that of the MBA credit hour, no refunds will be issued.

_____ YES

3. I understand that tuition remission cannot exceed 9 credit hours per semester.

_____ YES

4. I understand that a GA cannot work for the College under any salaried or hourly position other than their graduate assistantship during the term of agreement.

_____ YES

5. I understand that a GA may not work until they have received an email from the Saremi Center indicating that all paperwork has been completely processed.

_____ YES

6. I understand that a GA MAY NOT work during their scheduled class times or scheduled exams.

_____ YES

7. I understand that GA compensation may be taxable. Specific information is available from Payroll.

_____ YES

8. I understand that a GA must take a break of at least 30 minutes when they work more than 6 consecutive hours.

_____ YES

9. I understand that I am eligible only for compensation outlined on the GA Appointment Form.

_____ YES

10. I understand that in order to receive my full GA compensation, I must complete the number of weekly hours indicated on the GA Appointment form.

_____ YES

Printed Name and student ID number

Signature