



General Guidelines for Stipend Appointments	General Guidelines for Tuition Waivers
<ul style="list-style-type: none"> • Complete the Agreement Form. The department and the student’s signatures are required. Electronic signatures are acceptable. *Submit the final form to the Grad School by the 15th class day. State in the comment field of the EPAF that the Graduate Assistantship Agreement Form (GAAF) has been signed by the department and the student. • Students should be registered by the stated deadline. <ul style="list-style-type: none"> ○ GSA’s register for 3-5 credits ○ GTA/GRA should register for 6 or more credits • International student GTA– English proficiency tests must meet the minimums. See: http://www.montana.edu/wwwdg/cat_grad_assist.html • Student must be in Good Academic Standing (GPA >=3.0). • Student must be a degree seeking graduate student. • Initiate EPAF <ul style="list-style-type: none"> ○ Job & Suffix –00. Grad appointments are 4Dxxxx positions. ○ Correct Job Category – 4D position. ○ Current Value – check for existing jobs with overlapping dates. ○ Start/effective date 8/1 or 9/1 for Fall and 1/1 for Spring. ○ Amount – \$240/month minimum, must match agreement form. ○ Title – GTA, GRA, or GSA then a dash and the total number of hours appointed per week. These must match the agreement form. (ex. GRA–10). ○ Hours – 10 hours/week minimum, 20 hours/week maximum. This must match the agreement form. ○ Index # – verify your index #. The Graduate School will not be cross-checking with the agreement form. ○ Account Code – 61126 for GTA and 61127 for GRA. ○ Percent to charge – For multiple indices & mixed appointments only. ○ End Date – 12/31 for Fall and 5/31 for Spring. ○ *List a description of duties in the comment field. The description must describe the GTA, GRA, or GSA duties. Also indicate if the student is eligible for the Graduate Assistant Tuition Award (GATA) and if a signed GAAF is on file. ○ OSP approval <p>*Note: Students must be registered prior to EPAF submittal. EPAFs for unregistered student will be returned for correction.</p>	<p>*Submit the tuition waiver electronically via the link on Graduate School website. The information submitted on the electronic form must agree with the information provided by the student and the department. The department originator and the student will be notified when the waivers are in the approval process.</p> <ul style="list-style-type: none"> • Initiate the electronic tuition waiver. • Student must be in Good Academic Standing (GPA >=3.0). • Student must be a degree-seeking graduate student. • Students must confirm attendance and pay any remaining fees. • Graduate Assistant Tuition Award (GATA). <ul style="list-style-type: none"> • Must be enrolled in graduate degree-seeking program for a minimum of 6 credits in the term of their appointment. • Stipend awarded to GTA or GRA students must be an amount commensurate with past practices in the department and meet The Graduate School’s minimum amount. • Must be appointed for 20 hours per week. • GTA & GRA appointments can be combined with Graduate School approval. • Duties and responsibilities of GTAs and GRAs are as previously defined by the Graduate School. http://www.montana.edu/gradschool/policy/appointments.html • Be sure to designate GATA on the appointment form. • Students meeting these requirements will be charged the resident rate of tuition.
<p style="text-align: center;">Summer Stipend Appointments (exceptions for summer appointments)</p>	
<ul style="list-style-type: none"> • Students can be appointed 10 hours/week minimum, 40 hours/week maximum. These must match the agreement form. • Suffix for summer appointments is –01. • GSA’s can be registered for 0–5 credits if the student is continuing from spring term. <ul style="list-style-type: none"> ○ Note: students must register for 1-credit hour to use university facilities. • Start dates for summer can be 5/1, 6/1, 7/1 or 8/1. • End dates for summer can be 5/31, 6/30, 7/31, or 8/31 <ul style="list-style-type: none"> ○ May and August may overlap with Fall & Spring appointments. <p>*No summer exceptions for GATA criteria.</p>	<p>Contact info: Maya Bronston, Fiscal Manager The Graduate School (406) 994-4112 Maya.Bronston@montana.edu</p>

