

UNIVERSITY OF NEW HAVEN
GRADUATE ASSISTANTSHIP AGREEMENT FORM

*(This form **must** be filled out in its entirety, signed and returned to the Financial Aid Office before you can begin working)*

Name _____ SSN _____

If awarded Graduate Assistantship funds, I understand the following (please initial each statement):

____ My wages will be at least \$8.00 per hour, and must not go below the minimum wage for the State of Connecticut.

____ I cannot begin working until all of the appropriate work authorization forms have been signed and returned to the Office of Financial Aid. It is my responsibility to make sure that the forms are returned in a timely manner. If I begin working before I am authorized, it is at my own risk and I may not be paid.

____ I will not be paid until all of my paperwork has all of the appropriate signatures and is processed by both the Financial Aid and Payroll Offices.

____ I realize that my Graduate Assistantship award is a fixed amount and that I will not be paid for hours worked in excess of my award. If I earn money in excess of my award, I understand that other financial aid, including private loans/federal Stafford loans, may be reduced by the overage. Awards before June 30 of the calendar year and awards after July 1 of the same calendar year are separate awards and time periods and cannot be combined.

____ I understand any increase or decrease or other changes in enrollment, including the number of credit hours, could affect my Assistantship amounts. Any changes need to be relayed to the Financial Aid Office as soon as known and I understand certain conditions may make me ineligible for the program.

____ I am only allowed to work at one office under the Graduate Assistantship program. If I am employed by more than one office under Bursary funding I will not work more than 20 hours combined for any given week. Any overage may cause an inability to pay. The maximum hours can increase to 35 hours during the summer period while not enrolled.

____ I understand that my paycheck will be available to me each Friday at 9:00 am at the Bursar's Office as long as I have turned in a timecard for that pay period. Timecards cannot be brought to the Financial Aid Office by anyone but a supervisor and they may not be interoffice mailed or faxed in. Direct deposit is available to students at the Bursar's Office.

Signature _____

Date _____