Graduate Employment Policies: Institutional employment policies as relates to graduate students may be found at: http://gradschool.mines.edu/GS-Assistantship-Policies

- Commonly Asked Questions Include:
  - Contract types and purposes?
  - Teaching Assistants: Awarded to assist in instructional activities. It is School policy that Teaching Assistants are NOT assigned full responsibility for teaching courses.
  - Research Assistants: Supervised by individual faculty to perform research that is directly related to a student’s area of study.
  - What is the maximum allowable FTE?
    - Academic Year: 0.5 FTE or 20 hrs/week
    - Summer: 1.0 FTE or 40 hrs/week
    - 0.67 FTE commitments imply annual support at the 0.5 FTE level during the AY and at the 1.0 FTE level during the summer.
      This is awarded so that student’s may count on a stable monthly stipend.
  - Can tuition be waived?
    - Tuition is NEVER waived. Students are billed tuition at the tuition paid; either by the student, the research contract, or the institution.
  - Which components of a contract are required, which are optional?
    - Stipends: Represent payment for services provided. **All RA/TA contracts must include this component.** These are taxable, and may be terminated for non-performance.
    - Tuition/Fee/Insurance payments: These represent a gift to the student employee. Tuition and Fee payments are optional on all RA/TA contracts.
      These are not taxable, and once awarded may not be revoked for non-performance.
  - What institutional financial aid is available?
    - Differential Tuition: (Fall and Spring terms only). Awarded to full-time (0.5 FTE), non-resident students for whom the contract pays the resident portion of tuition.
      Pays difference between non-resident and resident tuition. US citizens and permanent residents eligible first year ONLY (because they should be CO residents by second year).
    - Summer Tuition Fellowship: Summer only. Awarded to all RAs who are full-time (1.0 FTE), and whose stipends are paid by an overheaded research contract. Pays full tuition for the REQUIRED 3 credit hours of research registration. Any course registration is above this minimum requirement and NOT covered by the Summer Tuition Fellowship program (but 4 credit hours in Summer II cost the same as 3).

---

**FILLING OUT THE FORM**

*Note: there are several comments within the form, please review them for additional guidance*

**"GENERAL INFORMATION"**

**SECTION 1.**
1. Fill out cells C7-C13 (Name, etc.) completely (middle name is not required)

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</tbody>
</table>

**SECTION 2.**
2. Fill out cells L7-L13 (contract type, etc.) completely by selecting

- Apportion Type
- Part of Annual Contract
- Contract Term
- Tuition Residency Status (Y/N)
- Eligible for Reduced Registration (Y/N)
- Eligible for Differential Tuition Award (Y/N)
- DO NOT USE

**SECTION 3.**
3. Fill out cells C16-E16:

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</tbody>
</table>

- Note: you will get errors if your inputs do not meet the institutional requirements specified in rows 17/18 (C/E)

3a. Fill out cell C16 (credit hours student had registered for - please confirm with student)
3b. Fill out cell D16 (FTE)
3c. Fill out cell E16 (semi-monthly stipend - pay student will receive each pay period)

**SECTION 4.**
4a. Fill out cell L15
4b. If you need to change the dates in cells L16/17, delete formula and type in desired dates

- Note: these dates fill automatically based on contract term. They can be changed.
"STIPEND"
SECTION 5.

*Note, the images that follow for SECTION 5. "STIPEND" are based upon the following sample entries/selections in "General Information" section:

EXAMPLE 1: Pay does not change over pay periods (cell L15 is "Y")

5a(i). The TOTAL STIPEND AMOUNT (F22) is calculated based upon the Semi-Monthly Stipend (E16) and Number Pay Days (L18).
5a(ii). The REMAINING STIPEND TO BE ALLOCATED (F33) shows how much of the TOTAL STIPEND AMOUNT (F22) is left to allocate.

*Note, if the stipend amount does not change per pay periods the cells (F25:F32) will fill automatically.

EXAMPLE 2: Pay does change over pay periods (cell L15 is "N")

5b(i). If the pay for the student changes over the pay periods, enter each semi-monthly stipend amount, per pay period, into cells F25-F32.
5b(ii). Please remember that the stipend in any pay period must meet the minimum semi-monthly stipend amount required (E17) or you will get an error.

*You can now follow the same steps starting at 5c. (keeping in mind that you will allocate different amounts per pay period than the following example)
5c. You now can allocate the stipend by RA/TA type and by indices

5d. Select RA/TA (cells G23:K23 for all funding sources you intend to use - up to 5)
5e. Enter the index numbers (cell G24:K24 for all funding sources you intend to use - up to 5)
5f. Allocate the pay for each index used
5g. The Remainder To Be Allocated column (M25:M32) is used as a guide to ensure that all of your stipend amounts have been properly allocated per index
5h. Cells G34:K34, G35:K35, G36:K36 summarize the total funding by index and the percent of funding from each index

"TUITION AND FEES"
SECTION 6.
Initial SECTION 6 view based upon above entries/selections:

6a. Cells C41:F41 (TUITION FELLOWSHIP) will populate ONLY based upon previous selections and entries.
6b. Cells G45:K45, G46:K46, G47:K47 populate automatically based upon previous selections and entries
**EXAMPLE 3: Using Federal or State Funded Research Indices** - TUITION/FEES TO BE PAID BY DEPT section

6c(I). If you are choosing to pay tuition, make the selection in cell E48.

6c(II). If you are choosing to pay for Health Insurance, make the selection in cell E49.

6c(III). If you are choosing to pay for Mandatory Fees, make the selection in cell E50.

6c(IV). The formulas will allocate the costs based upon the stipend percentages (per Federal and State requirements).

*Note, if the indices you used in the stipend section are Federal or State funded research indices you cannot modify the TUITION/FEES TO BE PAID BY DEPT section.*

---

**TUITION & FEES**

<table>
<thead>
<tr>
<th>Index</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Differential Tuition Fellowship</td>
<td>$9,525.00</td>
</tr>
</tbody>
</table>

---

**FUNDING SOURCES**

<table>
<thead>
<tr>
<th>RA</th>
<th>RA</th>
<th>TA</th>
<th>Total</th>
<th>Remainder To Be Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>210211</td>
<td>210212</td>
<td>210213</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tuition Insurance/Fees to Be Paid by Dept**

- Choose "Y1" if student enrolls in Fall semester
- Choose "Y2" if student enrolls in Spring semester and did not enroll in previous Fall semester, or did not have student health insurance in the Fall semester (please confirm with student)
- Choose "N" if student is waiving health insurance

---

**Optional Fees**

- Select
- Select
- Select
- User Defined (specify and input amount in next cell)
- User Defined (specify and input amount in next cell)

---

*Populates Automatically (change formulas only if allowable, given your funding sources)*
EXAMPLE 4: Not using Federal or State funded research indices - TUITION/FEES TO BE PAID BY DEPT section

6d(i). If you are **not** using Federal or State funded research indices for Tuition/Health Insurance, and Mandatory Fees delete the RA/TA information, indices, and percentages.

6d(ii). Type in ‘RA’ or ‘TA’ (cells G45:K45 for all funding sources you intend to use - up to 5).

6d(iii). Type in the index numbers (cell G46:K46 for all funding sources you intend to use - up to 5).

6d(iv). Allocate the expense for each index used.

6d(v). The Remainder To Be Allocated column (M48:M51) is used as a guide to ensure that all of your stipend amounts have been properly allocated. The column will show all zeros (-) when you have fully and properly allocated your stipend amounts over the pay periods.

*You can now follow the same steps starting at 6e (keeping in mind that you will allocate different amounts per pay period than the given example)*
6e. Make selections as necessary in the OPTIONAL FEES section.

6i. There are predefined Optional Fees you can select to pay for (C52:C54).

6j. You can add additional fees you wish to pay for (C55:C56) adding the amount you wish to pay (F55:F56).

6k. You can then allocate the expenses entering in new RA/TA classifications and new index numbers.

6l. If the indices used in TUITION/INSURANCE/FEES section are not Federal or State funded research indices you can allocate OPTIONAL FEES to those indices.
7

"COST SUMMARY"
SECTION 7.
SECTION 7 view based upon previous entries/selections:
7a. Review the "COST SUMMARY" section (this section gives totals, not specific indices or percent effort)

<table>
<thead>
<tr>
<th>7.</th>
<th>COST SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Stipend</td>
<td>6,400.00</td>
</tr>
<tr>
<td>Tuition Fellowship</td>
<td>5,525.00</td>
</tr>
<tr>
<td>Dept Paid Tuition</td>
<td>6,065.00</td>
</tr>
<tr>
<td>Health Insurance / Mandatory Fees</td>
<td>2,163.09</td>
</tr>
<tr>
<td>Optional Fees</td>
<td>400.00</td>
</tr>
<tr>
<td>Direct Cost to Department/PI</td>
<td>16,588.09</td>
</tr>
</tbody>
</table>

7b. Ensure Total Stipend is correct
7c. If student qualifies for a Tuition Fellowship does it show correctly?
7d. Ensure Dept Paid Tuition value is correct
7e. Ensure Health Insurance / Mandatory Fees total is correct
7f. Ensure Optional Fees (if any) are correct
7g. Review Direct Cost to Department/PI.
7h. Review Total Cost
7i. If any values are incorrect, you must check your selections/entries in the previous sections.

8

"CSM GRADUATE RESEARCH AND TEACHING ASSISTANT AGREEMENT"
SECTION 8.
SECTION 8 view based upon previous entries/selections:
8a. Review the "CSM GRADUATE RESEARCH AND TEACHING ASSISTANT AGREEMENT" section
8b. Please review this section, in particular, with your student!

<table>
<thead>
<tr>
<th>8.</th>
<th>CSM GRADUATE RESEARCH AND TEACHING ASSISTANT AGREEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL STIPEND TO BE PAID ON THIS CONTRACT</td>
<td>6,400.00</td>
</tr>
<tr>
<td>CONDITIONS OF APPOINTMENT (job duties, if TA, include course/section #)</td>
<td></td>
</tr>
<tr>
<td>NUMBER OF CREDIT HOURS STUDENT IS REGISTERED FOR</td>
<td>FTE 0.50</td>
</tr>
<tr>
<td>RESIDENCY FOR TUITION PURPOSES</td>
<td>NON-RESIDENT</td>
</tr>
<tr>
<td>ELIGIBLE FOR REDUCED REGISTRATION</td>
<td>NO</td>
</tr>
</tbody>
</table>

The following accurately reflects the student’s choice in insurance coverage
I accept student health insurance provided at no cost for individual coverage
I decline employer offered health insurance

8c. TOTAL STIPEND TO BE PAID ON THIS CONTRACT
8d. FTE
8e. NUMBER OF CREDIT HOUSE STUDENT IS REGISTERED FOR (please confirm with student before submission)
8f. RESIDENCY FOR TUITION PURPOSES (questions about a student's residency status? please ask the Graduate Office before submission)
8g. ELIGIBLE FOR REDUCED REGISTRATION (questions about Reduced Registration? please ask the Graduate Office before submission)
8h. Please type in your CONDITIONS OF APPOINTMENT
8i. Review the insurance coverage section (updated by previous selections)
9

"APPROVALS"

SECTION 9.

SECTION 9 view based upon previous entries/selections:

9a. Review the "APPROVALS" section

9b. The entire form must be printed out, signed (at minimum by the student), and given in hard-copy form to HR.
   The signed form serves as the "Student Agreement" form from previous years.

9c. Send electronic Excel file to Student.Contracts@mines.edu

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Signature</th>
<th>Date</th>
<th>COMMENTS / ADDITIONAL INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearas Mudd</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Abstract Calculus III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ever Best (student)</td>
<td>10/10/00</td>
<td></td>
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</tbody>
</table>

This Agreement is entered into by and between the Colorado School of Mines ("CSM") and the above named student ("Student") on the dates set forth below. Student has been appointed to the position indicated and this Agreement reflects the terms of that appointment.

1. The parties acknowledge that the stipend payable hereunder is offered in return for the services described herein and is deemed taxable compensation. Any tuition subsidy, fee and health insurance payment noted herein shall be deemed an irrevocable financial assistance award provided only for the purpose of aiding the Student in the pursuit of his or her study. The tuition subsidy is not conditioned upon the Student's provision of any services to CSM and will not, therefore, be deemed taxable compensation. The tuition subsidy may be eligible for exclusion under Section 117 of the Internal Revenue Code of 1986.

2. I understand that appointees are paid on a schedule defined at http://gradschool.mines.edu/GS-Assistantship-Policies#Term_of_Appointment. Contracts written for partial semesters are set up accordingly. Late contracts are set up for payment on the next available pay date.

3. The parties have read and agree to the terms and conditions of this appointment as set forth on https://inside.mines.edu/GS-Assistantship-Policies, and understand and agree that those terms are herein incorporated into this Agreement.

4. Individual terms of this appointment are set forth above. Nothing in this Agreement is construed as extending or enlarging this appointment beyond these.

9d. Type in department contact name (first and last) B81 and add date F81
9e. Type in advisor/supervisor name (first and last) B82 and add date F82
9f. Student name will enter automatically, with CWID.
9g. Type in any comments / additional instructions
9h. Please also ensure the student reads the following terms:

This Agreement is entered into by and between the Colorado School of Mines ("CSM") and the above named student ("Student") on the dates set forth below. Student has been appointed to the position indicated and this Agreement reflects the terms of that appointment.

1. The parties acknowledge that the stipend payable hereunder is offered in return for the services described herein and is deemed taxable compensation. Any tuition subsidy, fee and health insurance payment noted herein shall be deemed an irrevocable financial assistance award provided only for the purpose of aiding the Student in the pursuit of his or her study. The tuition subsidy is not conditioned upon the Student's provision of any services to CSM and will not, therefore, be deemed taxable compensation. The tuition subsidy may be eligible for exclusion under Section 117 of the Internal Revenue Code of 1986.

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