Recipients of a graduate service appointment (GSA) are required to work 20 hours per week during each quarter of the appointment in support of an academic program or administrative office. Eastern’s academic year consists of fall, winter and spring quarters. A program director, faculty advisor or university administrator will oversee the specific responsibilities that come with this appointment, and these may include completing a teaching assistant preparation program and filing residency application materials.

**All students who accept this offer are required to:**

- Be in good academic standing in a graduate degree program
- Register for and complete at least 10 credits per quarter, or at least 8 credits for students offered an appointment as a graduate instructor, as stated in the offer letter
- Maintain a cumulative grade point average of at least 3.0 in all course work since admission to Graduate Programs at Eastern
- Perform assigned duties satisfactorily

Recipients of a GSA may not be employed in any other capacity by EWU during the academic year, except during breaks between quarters. Summer employment on campus is permitted, however. Off-campus employment is not prohibited by university policy, but it is generally not advisable because of the combined demands of full-time graduate study and the service required for this appointment.

Graduate students registered for at least 10 credits in a quarter are considered full-time. To register for more than 18 credits, students with a GSA must have the prior written approval of their program director or advisor, department chair and the vice provost for Graduate Education and Research. Students registered for more than 18 credits in a quarter incur per-credit tuition charges that are not covered by this award.

To be eligible for federal financial aid, a graduate student must be registered for at least 10 credits.

Students who accept this appointment may enroll at no cost in a health insurance plan. Enrollment requires completion of the appropriate form no later than the first week of the quarter. If you were enrolled in health insurance last year, you MUST RE-ENROLL this year. The Graduate Programs Office will e-mail new GSAs insurance enrollment information during early September. If you are interested but have not received this communication, contact the Graduate Programs Office, 206 Showalter Hall, 509.359.4675.

Students who have established Washington residency according to statutory requirements for at least 12 consecutive months before their first term of enrollment will be assessed resident tuition. All other students will be considered nonresidents for tuition purposes. Because nonresident tuition is significantly higher than resident tuition, funding for nonresident GSAs is relatively scarce. First-year nonresident students are encouraged, whenever feasible, to establish residency in time for the second year of their program so that nonresident GSAs may be offered to new nonresident students. Financially independent students who move to Washington to begin a graduate program must acquire all required documents showing Washington residency—including driver’s license, motor vehicle registration, voter registration, mortgage or rental agreement and a bank account statement—before the start of their first term and must meet all other requirements in order to establish residency by the start of their second year. Detailed information about establishing residency is available from the residency coordinator in the Records and Registration Office, Second Floor, Sutton Hall, 509.359.6386, and at this webpage: [www.ewu.edu/residency](http://www.ewu.edu/residency). Nonresidents may apply for residency by filing the appropriate forms with this office. **Note: A nonresident student who accepts a resident-level tuition waiver must pay the difference between resident and nonresident tuition, as well as all other fees.**

GSAs are offered for no more than one year at a time and may be renewed with a formal offer. GSAs are not normally available to a student for more than a total of two academic years or the equivalent number of terms and are limited to students seeking their first graduate degree from EWU.

Resignation of a GSA must be submitted in writing to Dr. Colin Ormsby, Vice Provost, Graduate Programs Office, 206 Showalter Hall, Cheney, WA 99004, ormsbvy@ewu.edu, as well as to your immediate supervisor. Return of all or a portion of the award may be required upon resignation. Failure to resign will result in complete withdrawal of an award and may require repayment of the waiver and stipend in full.
WAIVER AND STIPEND RATES FOR 2015-2016

Note: not all GSA awards include a full stipend.

- Resident waiver: approximately $3,359 per quarter or $10,077 for the academic year
- Nonresident waiver: approximately $8,181 per quarter or $24,542 for the academic year
- Graduate assistant and graduate associate stipend: approximately $2,884 per quarter or $8,163 for the academic year
- Graduate instructor, first-year stipend: approximately $5,068 per quarter or $15,204 for the academic year
- Graduate instructor, second-year stipend: approximately $5,399 per quarter or $16,198 for the academic year

These awards are for all or part of the 2015-2016 academic year only, as specified in the offer letter, and are contingent upon the financial status of the University.

A graduate tuition waiver is not considered taxable; however, stipends are taxable and must be reported as income on annual income tax returns. Receipt of a tuition waiver or a stipend may affect financial aid (loan and grant) eligibility.

By state law, waivers do not cover all university fees. Approximately $425 per quarter, plus any course or program fees, remain the obligation of the student, payable on the first day of each quarter.

Stipends are paid twice monthly during each academic quarter on the dates listed below. Recipients are strongly encouraged to arrange for direct deposit of stipends. Please note that there is no stipend payment on January 11, 2016. Stipends will be paid in six installments each quarter.

- **Fall quarter 2015:** October 9 and 26, November 10 and 25, December 10 and 24
- **Winter quarter 2016:** January 25, February 10 and 25, March 10 and 25, April 11
- **Spring quarter 2016:** April 11 and 25, May 10 and 26, June 10 and 24

In order to receive pay, stipend recipients must have the following five completed forms on file. In addition, completion of a Conviction-Criminal History Declaration Form may be required. You will be notified by your department, if required. Bring the following documents, along with your Social Security Card and two forms of identification requested on the I-9 form, to the office of the academic dean who signed your offer letter.

- **W-4 (federal withholding)**
- **Personal Data Form** - used only for affirmative-action aggregate reporting purposes.
- **Retirement Declaration Form** - enables the University to comply with Washington administrative code.
- **Social Security Declaration Form** - enables the University to comply with the Social Security Protection Act of 2004. Recipients of a GSA are not eligible for retirement or other employee benefits. Bring your Social Security card. The University must verify that the name on your W-4 form matches the name on your Social Security card.
- **I-9 (employment eligibility) Form.** The I-9 Form must be accompanied by two forms of identification and must be completed in person. After you arrive on campus, fill out the top section of the form and bring it along with the necessary documentation.

If you have questions about the general requirements summarized above, contact Dr. Colin Ormsby, Vice Provost, Graduate Programs Office, 206 Showalter Hall, Cheney, WA 99004, 509.359.4217, cormsby@ewu.edu.

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