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 eight 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 3.00 in all course work since admission to Graduate Studies at Eastern
- Perform assigned duties satisfactorily

**Recipients of a GSA may not be employed in any other capacity by EWU during the academic year or 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.

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.** The Graduate Studies Office will e-mail insurance information to GSA students in late summer.

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, 509.359.6586, 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 limited to students seeking their first graduate degree from EWU.

**Resignation of a GSA must be submitted in writing to Dr. Brian Donahue, interim director of the Graduate Studies Office, 206 Showalter Hall, Cheney, WA 99004, bdonahue@mail.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 2010-11

Note: not all GSA awards include a full stipend.

- Resident waiver: $2,493 per quarter or $7,479 for the academic year
- Nonresident waiver: $6,071 per quarter or $18,213 for the academic year
- Graduate assistant and graduate associate stipend: $2,721 per quarter or $8,163 for the academic year
- Graduate instructor, first-year stipend: $4,782 per quarter or $14,346 for the academic year
- Graduate instructor, second-year stipend: $5,094 per quarter or $15,282 for the academic year

These awards are for all or part of the 2010-11 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 $427 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 10, 2011. Also note that because of the payroll calendar, students continuing on a GSA from winter through spring quarter will receive a double stipend payment on April 11, 2011, covering the last payment for winter and the first for spring.

Fall quarter 2010: October 11 and 25, November 10 and 24, December 10 and 23
Winter quarter 2011: January 25, February 10 and 25, March 10 and 25, April 11
Spring quarter 2011: April 11 and 25, May 10 and 25, June 10 and 24

In order to receive pay, stipend recipients must have the following five completed forms on file: W-4 (federal withholding), personal data form, retirement declaration form, Social Security declaration form and I-9 (employment eligibility) form. The W-4 and personal data form are self-explanatory. The information provided on the personal data form is used only for affirmative-action aggregate reporting purposes. The retirement declaration form enables the University to comply with Washington administrative code. The 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. When you bring these hiring documents to the office of the academic dean who signed your offer letter, also 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. 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 to the academic dean’s office staff for completion of the bottom half. All of these forms are available for download as PDF files at the EWU Human Resources website.

If you have questions about the general requirements summarized above, contact Dr. Brian Donahue, interim director of the Graduate Studies Office, 206 Showalter Hall, Cheney, WA 99004, (509) 359-2367, bdonahue@mail.ewu.edu.