

[Place on department/unit letterhead]

[Insert Date]

[Insert Name of Student]

[Insert Address of Student]

Dear [Insert Name of Student],

Congratulations! On behalf of the [enter program name] in the Department of [enter department name] at the University of Kentucky, I am pleased to offer you a [grant funded / department funded] [research / teaching / graduate] assistantship starting in [month year]. This offer is based on your formal acceptance by the University of Kentucky Graduate School and is contingent upon your successful completion of all pre-employment requirements. The stipend will be [enter amount] for each 12-month period. Stipend levels are subject to change annually based on university-determined minima which are published by the University of Kentucky Graduate School. Additionally, this assistantship provides full tuition up to the cost of the standard graduate tuition rate based on enrollment and graduate student health coverage. The Graduate School does not allow [Research / Teaching / Graduate] Assistants, who have their tuition paid by the University of Kentucky, to receive additional salary or employment from the university. The policy is intended to preserve the academic focus of graduate students. In rare circumstances, an exception may be granted for domestic students.

The total support you will receive, including tuition, stipend, health insurance, and any other funds will be approximately \$[enter amount]. Note that tuition, fee, and health insurance rates for [enter AY] will be set by the Board of Trustees at its Summer [insert year] meeting. Your stipend will be paid in biweekly amounts of \$[xxx.xx]. Graduate students are responsible for living expenses, food, textbooks, and certain course and activity fees. Please note that stipend funding is taxable income and will be subject to applicable federal, state, and local taxes.

You are required to report to campus by the start of the semester [date] and in time to attend orientation [date].

This assistantship is a commitment of no more than 20 hours per week and is offered for one year contingent on satisfactory progress. Special permission from the Graduate School is required should you wish to take on additional commitments. You will be expected to meet your research obligations, [insert ant other obligations such as handle instructional assignments], remain in good academic standing, maintain a full-time course load (9-12 credit hours per semester), and make satisfactory progress towards the completion of your degree. Please note that the tuition scholarship does not cover audited courses, undergraduate courses, courses taken as pass/fail, or courses unrelated to the pursued degree.

This assistantship may be rescinded if the conditions of the appointment are not met at any point during the appointment. Your progress will be evaluated by your advisor, graduate advisory committee, and the Graduate School. Please note that per university administrative regulations, master's students may only have up to three years of assistantships while doctoral students may only have up to five years of assistantships. In rare circumstances, an exemption may be granted. A Graduate Student Academic Staff Notice of Appointment (GSAS) form will be prepared for your signature upon your arrival.

If you accept this offer, please sign (electronic signature is acceptable) and return to [insert DGS name]. Your signature indicates that you have accepted these terms. Please note that this offer expires on [insert month, day, year]. If you have any questions about this offer or any aspects of our program, please contact me at [insert email address].

Sincerely,

[Insert signature]

[Insert name]

[Insert title]

[Insert department/unit]

[Insert individuals Cc'd]

Student signature: _____

Date: _____