

GD-Graduate Contract Form

Student Details

Student CWID *

First Name

Last Name

Email Address

PIDM

Existing Employee

NBA Jobs

Background Check

Student Level

Residency Status

Eligible for Reduced Registration

International Visa Type

Student Department

Academic Standing

Admit Term

Credit Hours

Advisor Last Name

New submitters: Start here! The other student info fields will populate after you enter the CWID.

General Contract Details
For more information on the Graduate Contracts visit <https://www.mines.edu/graduate-studies/graduate-contracts/>

Fellowship Contract Student Lecturer Contract Hourly Contract RA/TA Contract

Select a term *

RA/TA CONTRACT

Appointing Department

RA/TA Semester Begin Date *

RA/TA Semester End Date *

Supervisor Information (Enter the Last name then hit tab to search)

Last Name **

First Name *

Email Address *

Department *

Tuition Residency Status

Admit Term

Visa Type

Eligible for Summer Research Fellowship *

Part of Annual Contract *

Will Semi-Monthly Stipend amounts stay the same for all pay periods in this form? *

Number of Pay Days *

Select Yes here if the student will be working as an RA with stipend paid from a 4xxxx index. In these cases, 4 research tuition credits will be covered by OGS on index 240020.

Amount to Charge Department

In this section, you should indicate the tuition amount that the department or PI will pay. For example, for an international student, this should be marked for Resident tuition since the differential is already accounted for in the above section. You may select Full or Reduced registration as appropriate. For students who qualify for Summer Research Fellowship, select "None/Manual Entry" in both sections.

<https://www.mines.edu/bursar/tuition/>

Residency * Resident Tuition Non-Resident Tuition None/Manual Entry

Registration * Reduced or Summer Full None/Manual Entry

Institutional Min/Max Requirements

Credit Hours Registered

Actual FTE for Appointment *

FTE base for Stipend *

Semi-Monthly Stipend *

Value above needs to be <=

Value above needs to be >=

This can be changed manually according to the situation. All graduate students are eligible to work at 1.0 FTE during summer terms.

This value can vary, but must be above the minimum in the box below.

Stipend, Tuition, Insurance and Fees

Total Stipend Amount

Pay Period	AMT/Pay Period	RA or TA *	Index 1 *	Remainder to be allocated
(SM-09) May 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-10) May 31	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-11) Jun 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-12) Jun 30	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-13) Jul 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-14) Jul 31	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-15) Aug 15	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
(SM-16) Aug 31	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

% per Index

Total Stipend per Index

This column will auto-fill based on what you entered for the stipend above.*

Enter the department index that will cover the student's stipend, fees, insurance (if needed) and any additional tuition above the 4 research credits being covered by OGS in the Summer Fellowship

Type a value in this column to indicate the amount

If tuition for credits above 4 is being covered by the department, enter the amount here (refer to Bursar tuition table <https://www.mines.edu/bursar/tuition/>.)

Tuition, Ins. & Fees

Amount

Pay Tuition?

Pay Insurance?

Pay Base & Additional Fees

Base fees are \$482.00. If this is a first semester international student, add the following International fee amount: \$60.00.

% per Index

Total per Index

Insurance: For students enrolled in Fall/Spring, do not select anything (no summer premium is due). For new Summer admits, select "Yes" to pay for insurance or "No" if student is waiving insurance.

For more information on selections for insurance, fees & tuition, see Tips & Tricks for Contract Submitters on this page: <https://www.mines.edu/graduate-studies/graduate-contracts/>

If student is continuing from Fall/Spring, no insurance premium is due, so leave blank or select No. If student is a new summer admit, select Yes (unless student is waiving insurance). Use department index.

Select 'yes' and use department index.

Direct Cost to Dept

For students on the Summer Research Fellowship, 3 credits of tuition will be charged to OGS Index 240020 based on the student's residency status.

Comments

If the student is eligible for the Summer Research Tuition Fellowship, the amount stated here will reflect that 4 credits tuition (resident or non-resident as applicable) have been charged to OGS index 240020.

Select box to continue with form submission *

* The AMT/Pay Period will only auto populate if you select that all the semi-monthly stipend amounts stay the same. If you select no there, you can fill this in yourself. This is helpful if you have a student's contract ending mid semester. Example:

Part of Annual Contract *

Will Semi-Monthly Stipend amounts stay the same for all pay periods in this form? *

Number of Pay Days *