

GD--Graduate Contract Form

**Student Details**

Student CUID\*  Enter student's CUID and all other relevant information fields will populate

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

**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/GTF Contract

Select a term\*

Some, but not all, graduate student employment opportunities require a criminal background check. Please review the policies linked below to determine legal applicability. Per the Colorado School of Mines Background Investigation Policy (<https://www.mines.edu/policy-library/background-investigation-policy/>) and our Protection of Minors policy (<https://www.mines.edu/policy-library/protection-of-minors/>), this contracted role:

If you have questions regarding the background check requirement, please reach out to [recruitment@mines.edu](mailto:recruitment@mines.edu) for assistance.

Does need to complete a background check prior to hire.  Does not need to complete a background check prior to hire.

NEW: Please refer to link above for specific guidelines surrounding background checks or email [recruitment@mines.edu](mailto:recruitment@mines.edu) for clarification

Background Check Status

**RA/TA/GTF CONTRACT**

Appointing Department  RA/TA Begin Date\*  RA/TA End Date\*  Note that these dates auto-fill from Banner and represent the new contract period (4.5 mo)

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

Last Name\*\*  First Name\*  Email Address\*  Department\*

Tuition Residency Status  Eligible for Differential Tuition Award\*  Will all amounts stay the same for all pay periods?\*

Eligible for Reduced Registration  Only choose "Yes" if the student is international in standing or a first year non-resident student

Admit Term  Number of Pay Days\*  Leave these values as is

Visa Type  NEW: Students are now paid monthly, and in order for them to be paid at the end of August, their first payment will be HALF of their regular monthly pay. See cost breakdown in sections below.

**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

Select according to the student's situation.

**Institutional Min/Max Requirements**

Credit Hours Registered  Actual FTE for Appointment\*  FTE base for Stipend\*  Monthly Stipend\*

For fall and spring with reduced registration, credit hours should be a minimum of 9. For fall and spring without reduced registration credit hours should be a minimum of "9". For summer credit hours should be a minimum of "4".

NEW: Mines standard stipend for 0.5 FTE is now \$32,000 annually (12k in Fall & Spring, 8k in Summer). This makes monthly payments \$2666.70. If your department offers a higher stipend, scale up accordingly

Value above needs to be <= Not a valid selection

Value above needs to be <= 0.00

NEW: A full RA/TA assignment is now always 0.5 FTE. Lower values may be selected for partial assignments e.g. 0.25

**Stipend, Tuition, Insurance and Fees**

Total Stipend Amount

Pay Period  AMT/Pay Period  RA/TA/GTF\*  Driver Worktag  Driver Worktag 1  NEW: Workday terminology for "index"

Pay Period	AMT/Pay Period	RA/TA/GTF*	Driver Worktag	Driver Worktag 1	Remainder to be allocated
(IMP 8) August 31 *1/2 pa	1333.35				0.00
(IMP 9) September 30	2666.70				0.00
(IMP 10) October 31	2666.70				0.00
(IMP 11) November 30	2666.70				0.00
(IMP 12) December 31	2666.70				0.00
% per Driver Worktag		NaN			
Total Stipend per Driver Worktag		0.00			
Tuition, Ins. & Fees	Amount	Paid by Driver Worktag			
Pay Tuition?	\$0.00				0.00
Pay Insurance?	\$0.00				0.00
Pay Base & Additional F*	\$0.00				0.00
Base fees are \$0.00. If this is a first semester international student, add the following International fee amount: \$0.00.		% per Index	NaN		
Total per Driver Worktag			0.00		
Direct Cost to Dept			0.00		

\*August is a HALF payment because their contract starts August 16. Enter the stipend values in manually to these boxes and the total stipend will calculate below.

\*Will populate depending on res vs. non-res tuition and full vs. RR tuition as usual

\*Check if your student is officially waiving insurance through the SHIP office; choose "No" here if so.

\*Base fees \$1,398 for 9-15 credits, \$677 for 3-5.5 credits, refer to link: <https://www.mines.edu/bursar/wp-content/uploads/sites/340/2022/04/Tuition-Schedule.pdf>

Comments

Select box to continue with form submission\*  Save contract as a draft