

# GD-Graduate Contract Form

## Student Details

Student CWID \*

Enter student's CWID, hit tab, and all other relevant information will populate

PIDM

Student Level

First Name

Existing Employee

Residency Status

Last Name

NBA Jobs

Eligible for Reduced Registration

Email Address

Background Check

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 \*

202480, Fall 2024

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.

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

Background Check Status

## RA/TA/GTF CONTRACT

Appointing Department

RA/TA Begin Date \*

08/16/2024

RA/TA End Date \*

12/31/2024

Note that these dates will autopopulate for the semester but can be modified if needed

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 good standing or a first-year non-resident student

Number of Pay Days \*

4.500000

Leave these values as is unless the contract is something other than a full semester 0.5

Admit Term

Visa Type

## 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.

### Residency \*

- Resident Tuition Select based on student's situation
- Non-Resident Tuition
- None/Manual Entry

### Registration \*

- Reduced or Summer
- Full
- None/Manual Entry

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

## Institutional Min/Max Requirements

### Credit Hours Registered

For fall and spring **with** reduced registration, credit hours should be a minimum of "4".  
 For fall and spring **without** reduced registration credit hours should be a minimum of "9".  
 For summer credit hour questions, please visit our page <https://www.mines.edu/graduate-studies/general-registration-requirements/>.

### Actual FTE for Appointment \*

Make sure the student is registered before creating the contract or the contract could be delayed in processing

### FTE base for Stipend \*

Value above needs to be <=

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

### Monthly Stipend \*

Value above needs to be >=

The Fall 2024 base stipend is \$35,000 annually (\$13,125 per semester or \$2,916.67 per month). If your department wishes to offer more, scale the payments accordingly.

## Stipend, Tuition, Insurance and Fees

### Total Stipend Amount

Pay Period	AMT/Pay Period	RA/TA/GTF *	Driver Worktag 1 *
		<input type="text" value=""/>	<input type="text" value=""/>
		<input type="text" value=""/>	<input type="text" value=""/>
(MP 8) August 31 *1/2 pay	<input type="text" value=""/>	1,458.33	<input type="text" value=""/>
(MP 9) September 30	<input type="text" value=""/>	2,916.67	<input type="text" value=""/>
(MP 10) October 31	<input type="text" value=""/>	2,916.67	<input type="text" value=""/>
(MP 11) November 30	<input type="text" value=""/>	2,916.67	<input type="text" value=""/>
(MP 12) December 31	<input type="text" value=""/>	2,916.67	<input type="text" value=""/>
% per Driver Worktag		<input type="text" value="NaN"/>	
Total Stipend per Driver Worktag		<input type="text" value="0.00"/>	

If creating a TA contract, please remember to create a second column to charge TFI to OGS Worktags based on residency status. Stipend will be charged to the department. Contact [rachel.adams@mines.edu](mailto:rachel.adams@mines.edu) with questions.

August is a half payment due to the contract starting on August 16. Enter the stipend amounts manually and the total will populate.

Remainder to be allocated

<input type="text" value="0.00"/>
<input type="text" value="0.00"/>
<input type="text" value="0.00"/>
<input type="text" value="0.00"/>
<input type="text" value="0.00"/>

Pay Tuition?	<input type="text" value="\$0.00"/>	<input type="text" value=""/>
Pay Insurance?	<input type="text" value="\$0.00"/>	<input type="text" value=""/>
Pay Base & Additional Fees	<input type="text" value="\$0.00"/>	<input type="text" value=""/>
% per Index		<input type="text" value="NaN"/>
Total per Driver Worktag		<input type="text" value="0.00"/>

Tuition will populate based on residency status

Check if the student is officially waiving SHIP through the insurance. Choose 'No' if they are waiving.

Base fees are: \$1,492 for 9-15 credits and \$717 for 3-5.5 credits. Refer to link with any questions. <https://www.mines.edu/bursar/wp-content/uploads/sites/340/2022/04/Tuition-Schedule.pdf>

<input type="text" value="0.00"/>
<input type="text" value="0.00"/>
<input type="text" value="0.00"/>

**Total Cost**

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

**Comments**

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