

*Department or College Name*

*1400 Townsend Drive, Houghton, Michigan 49931-1295 USA*

*Phone / Fax*

Date

Name

Address 1

Address 2

City, State, Zip Code

Dear [enter student’s name],

Congratulations on your acceptance into the [enter degree type, e.g., MS, PhD] program in [enter name of department]. We look forward to working with you on this exciting step in your career path as you continue your education alongside students and faculty from around the world.

I am pleased to offer you a [enter full-time, three quarter-time, half-time, or quarter time] assistantship [if known, specify GTA, GRA, ect] with financial support for 3 semesters; [specify semester(s)/year, e.g., fall 2025, spring 2026, summer 2026.] Your annual stipend will be [specify total amount for 3 semesters using at least the appropriate minimum [stipend rate](https://www.mtu.edu/gradschool/financial/assistantships/stipends/)][[1]](#endnote-1). Your annual tuition [Specify 25, 50, or 75 if less than 100%] will also be covered including academic fees. Full-time enrollment is a requirement of this support. Financial support will extend from [enter [start date](https://www.mtu.edu/gradschool/policies-procedures/academic/payroll/)] through [enter [end date](https://www.mtu.edu/gradschool/policies-procedures/academic/payroll/)], conditional on satisfactory academic progress and availability of funds. We encourage you to apply for [supplemental funding](https://www.mtu.edu/gradschool/financial/fellowship/) throughout your graduate studies. It’s a great way to gain experience and help fund your education. With the receipt and acceptance of all necessary forms and documents, you will receive your first paycheck on [enter date] and your last paycheck on [enter date]. This offer of support includes stipend and tuition.

You will be responsible for all student activity [fees](https://www.mtu.edu/gradschool/financial/cost/) that have been voted on and approved by Michigan Tech students, as well as the international surcharge and international graduate student enrollment surcharge (if applicable).

Support is contingent on you making satisfactory academic progress in coursework, research, and all the duties for which you are receiving support. Satisfactory academic progress includes maintaining full-time enrollment status during the semesters that you receive support, taking all required courses and/or examinations on schedule, and maintaining good academic standing per the Graduate School and your program.  Full-time enrollment status is defined as a minimum of nine credits per regular academic year semester and a minimum of one credit or one course during summer.

Stipend payments will be made biweekly and are subject to payroll deductions.

As a student on an assistantship, you will have responsibilities related to the assistantship appointment and your academic credits:

1. You will be expected to work for the University for [[enter 20, 15, 10, or 5](https://www.mtu.edu/gradschool/policies-procedures/academic/financial/assistantships/)] hours per week on activities related to your assistantship. Work expectations will be communicated to you by your department or college in accordance with Graduate School guidelines.
2. In addition to the work expected, you are also enrolled full-time. Full-time enrollment should average 31.5 hours/week of effort (in class and individual study time) according to the [General Requirements of Credit Expectations](https://www.mtu.edu/gradschool/policies-procedures/academic/credits/).

The sum of #1 and #2 may be more than 40 hours per week, but less than 60 hours per week. These hourly expectations are meant to be a guideline. The most successful students are those who focus their attention on achieving the intended outcomes for their courses and research.

*If the support has additional contingencies or requirements, please add them here.  For example,* This support is contingent on working with and being funded by Dr. XX.  If Dr. XX leaves Michigan Tech or you no longer wish to work with Dr. XX, this support may be terminated.

All supported graduate students must either purchase the University-approved health insurance or provide proof of comparable coverage. As a supported student, 100% of the annual cost of the University-approved health insurance will be covered by Michigan Tech[[2]](#endnote-2).

All University graduate students receive access to the Michigan Tech Student Development Complex (SDC) which maintains state-of-the-art sports facilities. Graduate students also receive discounted or free access to facilities and events including but not limited to Mont Ripley Ski Hill, Portage Lake Golf Course, Gates Tennis Center, visual and performing arts events, University hockey games, and intramural sports.

During the period covered by this offer, the department may recommend that support be terminated for dereliction of duty, endangerment of students or facilities, failure to make satisfactory academic progress, violation of the Michigan Technological University Student Code of Community Conduct, or misconduct in research, scholarly, or creative endeavors.  The department may request termination of support for students who accept full-time employment, an internship/co-op, or an external fellowship during the period of this offer. The Graduate School must review and approve all recommendations for mid-contract termination of support before they occur.

Your signature below indicates that you accept this offer and agree to its terms. If, after accepting the offer, you find that you need to request a change in terms (including starting dates) you need to contact [enter name] as soon as possible.

Michigan Tech supports the [CGS Resolution](https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/) which states that a graduate student is under no obligation to respond to offers of financial support prior to April 15.

Please return a signed copy of this letter by [date] to [enter name].

Sincerely,

Name and Title

Chair or Dean

\_\_\_\_\_\_\_I accept this offer. \_\_\_\_\_\_\_I decline this offer.

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

1. Stipend and tuition rates are subject to change based on the Board of Trustees approvals. [↑](#endnote-ref-1)
2. The annual cost of the University-approved health insurance and coverage provided by the University are subject to change. [↑](#endnote-ref-2)