



For internal use only	
Term	
GA Amount	
GAW	
Department	

### Graduate Assistantship Contract

GA Semester/Year:

Naz ID:

Student Name:

GA Credits:

Naz Email:

Preferred Phone:

Graduate Academic Program:

Anticipated Graduation Date:

Graduate Assistant Supervisor:

Graduate Assistantship Position Title:

#### Credit and Work Hour Requirements:

University breaks are not included unless you have made specific arrangements with your GA supervisor to work during those times. Students are required to track their own hours and meet with their supervisor regularly to review hours and performance.

**Please initial each item to ensure you have read and understood the terms of your Graduate Assistantship.**

- You should not work more than your allotted number of hours during any given semester
- Your GA position is "paid" in the form a tuition waiver which is deducted from your semester bill and reduces the amount you owe Nazareth University for that semester. If you are **unable to complete your graduate assistantship hours**, your student account will be updated, and **you will be responsible for repaying the amount of the tuition waiver that was not completed.**
- If you are unable to meet the terms and expectations set forth by your supervisor, your tuition waiver can be revoked.
- **COVID-19:** Continuation of campus-based activities, including GA positions, are subject to state mandate directives. If Nazareth University experiences a COVID-19 interruption, GA positions may need to be performed in a hybrid or remote manner.

### **Tuition Waiver:**

Please initial each item to ensure you have read and understood the terms of your tuition waiver.

- Graduate Admissions communicates the amount of your waiver and the term during which it is to be applied to Financial Aid and their office posts the waiver to your account. **Note: Graduate students MUST be enrolled in coursework during the specific term in which the tuition waiver will be applied.** There can be no carryover to subsequent terms, and there can be no tuition waivers applied to prior terms. Each summer term is considered separately (i.e., students receiving a GA award in Summer B must be enrolled in coursework in Summer B).
- **Differential Rates of Reimbursement:** DPT students will receive a tuition waiver at the current graduate general tuition rate unless the assistantship is in the Physical Therapy Clinic. All other programs receive reimbursement at their program's per credit tuition rate.
- **If you drop your courses (or your registered credits drop below the number of credit hours provided by the tuition waiver), the GA tuition waiver will be immediately reduced and/or cancelled, and your student account balance will be adjusted accordingly.** Any work hours you have completed to date CANNOT be applied to a subsequent term. No financial remuneration will be provided for you in this situation. If, for whatever reason, you drop your course(s), either before the start of a term or during a term, you must communicate this to Graduate Admissions as soon as possible so that necessary adjustments may be made to your student account.
- Continuation of your graduate assistantship position in subsequent terms is not guaranteed and is dependent on funding availability and your ability to meet the expectations of the position. It is your responsibility to discuss your performance with your supervisor; the supervisor must notify us that your position will continue, so that your waiver can be credited appropriately.

### **\*Important\* Tax Information:**

Please initial to ensure you have read this important tax information.

- According to current tax laws, there are tax implications related to graduate assistantships of which recipients should be aware. **By law, Nazareth University must report to the Internal Revenue Service the value of the remuneration including course waivers over the period of a calendar year as income earned by the Graduate Assistant.** Your signature is required on the following statement in order to process your tuition waiver. At the end of each tax year, you will receive an appropriate tax notification from Nazareth University.

By signing and dating this form, I acknowledge and understand the tax information above. I also understand that these resources may affect my eligibility for a subsidized student loan. Furthermore, I agree with all terms outlined in this document, and I assert that I have received a copy for my records.

Student Signature:



## **CONFIDENTIALITY AGREEMENT FOR WORKFORCE MEMBERS WHO ARE STUDENT WORKERS OR GRADUATE ASSISTANTS**

I understand that as a student at Nazareth University and a Student Worker or Graduate Assistant employed at the University, I am assuming a great deal of responsibility. I may require confidential information to perform my duties. This information may include, but is not limited to, information on prospects, applicants, students, alumni, faculty, staff and other affiliates of the University. Some of this information is made confidential by law (such as protected under the federal Health Insurance Portability and Accountability Act). Confidential information may be in any form, e.g., printed, written, electronic, oral, overheard or observed.

I also understand that access to all confidential information is granted on a need-to-know basis, defined as information access that is required to perform my work. Though much of the information relates to Nazareth University students, faculty, and staff, I understand that any and all work-related information is considered confidential and therefore, should not be shared with parties who do not have a legitimate need for information. I will not disclose confidential information to friends, relatives, co-workers or anyone else except as permitted by Nazareth University policies, procedures, and applicable law and as required to perform my work as a student employee for Nazareth University. I will protect the confidentiality of all personal information while at Nazareth University and after I leave University employment. All confidential information remains the property of Nazareth University and may not be removed or kept by me when I leave Nazareth University employment.

I will take all precautions to safeguard information, including, but not limited to: (1) Using my own unique user account to access the information systems, (2) Never sharing the password to my own user account, (3) Only accessing information while at work, from a secure office, (4) Ensuring that printed information is private and secure.

If I violate this agreement, I may be subject to adverse action up to and including termination of my employment at Nazareth University as well as disciplinary action through the student conduct system. In addition, under applicable law, I may be subject to criminal or civil penalties.

Student signature: