**Bilsland Dissertation Fellowship Administered as Assistantship-AY**

Offer Letter Template and Directions

*Revision Date: 10/19/2023*

Purpose: This template is for **Academic Year** (AY) Bilsland Dissertation Fellowships administered as Assistantships. Academic year appointments have pre-set start and end dates and are subject to an academic year payment schedule.

Offer Letter Process:

1. Select the appropriate offer letter template.
2. Input the department/college and award specific information highlighted grey.
3. Review items typed out in red to determine applicability to your offer. Remove items in red if they do not apply to the student’s situation.
4. Carefully add details specific your department, college, or program.
5. Do not remove information in the offer letter template, unless there is absolute certainty that the information does not apply to the student. Do not move or change information in the provided offer letter templates without running those changes by the Fellowship Office.
6. Review draft offer letter with appropriate leadership and finalize.
7. Review final offer letter with payroll or employment center, business manager or delegated approver. They will be reviewing specifically for appropriate FTE, salary and pay information.
8. Follow college or department procedures for capturing department & candidate signatures.
9. Refer to your department’s employment center and/or business office regarding the hiring process and adding graduate staff appointments.
10. Appropriate staff need to fill out an eForm 90 for all fellowships and fellowships administered as assistantships.
11. Appropriate staff need to fill out an eForm 80 for all graduate students who qualify for tuition remission.

Academic Year Start & End Dates (2024-25):

Academic year appointments have pre-set start and end dates and are subject to an academic year payment schedule. The Grad Staff Employment Manual states, “For graduate staff appointed on an academic year basis, employment will begin on the seventh calendar day preceding the first day of classes of the semester and end the Friday after grade reports are due.”

 Start & End Dates:

 8/12/2024 **Fall Start**

 12/20/2024 **Fall End**

 1/6/2025 **Spring Start**

 5/16/2025 **Spring End**

Links:

Academic Year Payment Schedule: <https://www.purdue.edu/hr/workpurdue/grad/aygrad.php>

Graduate Student Tuition and Fees: <https://www.purdue.edu/treasurer/finance/bursar-office/>

[College/School/Dept. Letterhead]

[Insert Date]

[First Name] [Last Name]

[Address]

[City], [State] [Zip Code]

Dear [First Name]:

The <DEPARTMENT> is pleased to offer you the **Bilsland Fellowship**. Congratulations! This highly competitive and prestigious award is given only to the most outstanding students at Purdue University. We hope you will accept this award. The details and benefits of the award are outlined in the following pages.

The Bilsland Dissertation Fellowship is not renewable, and you are expected to receive your doctoral degree at the completion of the award tenure. If you receive your degree prior to the completion of this award, you will forfeit any remaining funds.

This **Bilsland Fellowship** includes a total of **one year** of financial support. The **Bilsland Fellowship** is being administered as **a half-time (0.5 FTE) academic year assistantship** which requires you to devote approximately 20 hours per week to the completion of all doctoral degree requirements and to receive the doctoral degree at the conclusion of the fellowship tenure. You must register full time, a minimum of 8 credits for Fall/Spring Semester and a minimum of 6 credits for Summer Semester. Bilsland Dissertation Fellows cannot register as Degree Only.

The **Bilsland Fellowship** is an academic year appointment and provides initial compensation and benefits for [Start Date] through [End Date] as follows:

* The base annual salary from the Graduate School is **$[annual salary amount]** for the academic year, paid biweekly.
* **[If applicable]** An annual supplemental salary of [Supplemental Salary Amount] from the [College/School/Department], paid bi-weekly.
* An annual medical insurance premium contribution which pays a portion of the Graduate Staff Insurance, the value of which is currently estimated at **$1,755.83 per year.** Purdue pays this portion directly to the insurance carrier which covers a portion of the total cost. You will be responsible to pay your portion, currently estimated at $56.86 per month, directly to the insurance carrier making those arrangements when you enroll.
* A graduate tuition remission, currently valued at **$28,520.00** annually, is provided to cover your tuition costs.
* The **Bilsland Fellowship** will pay the following student fees:
	+ Student Fitness & Wellness Fee - $117.00 Fall, Spring; $58.50 Summer session
	+ Student Activity Fee - $20.00 Fall, Spring; $10.00 Summer session
	+ International Student Fee (if applicable) – $90.00/semester for Fall, Spring, Summer
	+ [IF APPLICABLE] College Differential Fee - [Differential Fee] Fall, Spring; [Differential Fee Summer Only] Summer session
* **[If Applicable]** List any other funding here (e.g scholarships).

Thus, your total award package from Purdue University is worth approximately [Total Package Value]which includes salary, supplemental salary [IF APPLICABLE], scholarships [IF APPLICABLE], and medical insurance premium contribution for a nonresident student for your first year tuition remission [IF APPLICABLE], and tuition remission.

Purdue’s **Graduate Staff Employment Manual** and **Fellowship Manual** are located at <https://www.purdue.edu/gradschool/faculty/publications.html>. In addition to the above-described compensation and benefits, Purdue’s Graduate School Employment Manual describes other policies and benefits applicable to your appointment. Your fellowship appointment is subject to the terms and conditions located in the Fellowship Manual and that are described in the enclosed document. Please read them carefully prior to indicating your acceptance of this offer.

If we can be of any assistance to you in answering questions pertaining to this offer, please do not hesitate to contact [Contact Person] in our graduate office at [Phone] or by email at [Email Address].

Sincerely,

[Department/School Head]

[Department/School Name]

[College Name]

Cc: Business Office

I have read and understand this letter, including the “Fellowship Award Details” included with the letter, and I agree to the terms and conditions of this appointment. I understand that as a condition of receiving this fellowship, I am expected to complete my degree requirements and graduate with my PhD at the end of this fellowship term. I fully expect to complete my degree at the end of this fellowship term.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*[First Name] [Last Name]*-Signature Date

**Purdue University Fellowship Award Details**

**Student: Last Name, First Name**

**Start Date:** [Start Date] **Offer date:** [Offer Date]

Please be aware that acceptance of this offer constitutes a formal agreement with Purdue University, which requires you to fulfill various conditions described in this document by the indicated dates.

**Award Guarantee:** This award is: (1) conditionally guaranteed for the period of time listed on page 1 of this offer letter while pursuing the degree program to which you were admitted, and (2) is subject to maintaining satisfactory academic and scholarly performance.

**Award Conditions:** The following are the actions you need to take to receive all the benefits offered:

* This offer is contingent upon submitting proof of your identity and eligibility to work in the United States. All employees working in the United States are required to complete the *Form I-9, Employment Eligibility Verification.*Section 1 of the Form I-9 must be completed ***prior*** to your hire date. Section 2 of the Form I-9 requires you to physically present original and unexpired document(s) from the [List of Acceptable Documents](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) in person and must be completed **no later than your third business day of employment**. **Failure to complete this federally required document within three business days of your hire date will result in termination of your employment.**
* Prior to your hire date, you will receive an email titled “Welcome Letter*”*from *Purdue HR*, which will include a link to complete some of your onboarding documents electronically, including the Section 1 of the Form I-9.
* Follow the instructions from your Welcome Letter to complete Section 2 of the Form I-9, which must be done in person.
* You must either schedule an appointment with your [Employment (Payroll) Center](https://www.purdue.edu/hr/paytimepractices/paycenter.php), or, if it is determined that you will not be near a Purdue University campus by your third day of employment, follow instructions to complete the Remote Form I-9 process.
* Set up a US bank account and record it through your account in both myPurdue and OnePurdue.
* Be enrolled and maintain status as a full-time Ph.D.-track student in the degree-granting graduate program at Purdue to which you were admitted. You will not receive funding for any month in which you are not registered and enrolled as a full-time student in a Ph.D.-track program.
* Maintain a minimum 3.0 GPA or at your department’s minimum GPA, if higher. Fulfill all academic milestones as outlined by this program.
* Report all other financial awards, such as NSF, NDSEG, SMART, NIH, etc., to your graduate administrator. This award cannot be held simultaneously with any other award providing full support.
* Adhere to all applicable university policies and maintain ethical behavior regarding all academic practices and work performed.
* Graduate students funded through fellowship administered as an assistantship are expected to fulfill all the responsibilities and requirements outlined in the *Purdue University Graduate School Fellowship Manual*.
* Students are presumed to have received/read all University e-mail sent to their official Purdue University e-mail account.

**Additional Financial & Health Insurance Details:**

* Any changes to your appointment, including changes to your salary, must be in writing.
* There are 9½ pay periods per academic semester. Your fall semester appointment begins on August 12, 2024 and ends on December 20, 2024. Your spring semester appointment begins on January 6, 2025 and ends on May 16, 2025. You will not be paid for the break between fall and spring semesters.
	+ Please note that biweekly pay amounts during your first and last pay period per academic semester will be prorated based on the number of days worked during the pay period; for example, in a 10-day pay period where you work 5 days, you will receive 50% of your regular pay.
	+ The biweekly pay periods can be viewed [online](https://www.purdue.edu/hr/workpurdue/grad/aygrad.php). We encourage you to use the estimated pay calculator to calculate the estimated pay for each pay period.
* Provided the directions above are followed, the first deposit into your account is expected to occur no later than two weeks following the end of your first pay period. Subsequent deposits will be made bi-weekly. Failure to fulfill the conditions on or before the deadlines described above may result in late deposits of funds. You will be paid by electronic deposit.
* Benefit enrollment instructions are emailed once your appointment has been entered in SuccessFactors AND you have a valid Social Security number on file. Purdue’s medical insurance information can be found at: <https://www.purdue.edu/push/insurance/index.html>. When looking through the Academic Health Plan Portal, please note you are eligible for the **Graduate Staff Insurance**. **Those with dependents should review the** [**Graduate Staff and Student Benefits Comparison**](https://www.purdue.edu/hr/Benefits/gradstaff/benefits-enrollment/pdf/Grad-Staff-v-Student-Insurance-Comparison.pdf) **sheet, to compare pricing.**