**Fellowship Administered as Assistantship-Continuation- FY**

Offer Letter Template and Directions

*Revision Date: 10/19/2023*

Purpose: This template is for **Fiscal Year** (FY) Fellowships administered as Assistantships for continuing students. If the student previously held the fellowship, but their appointment was closed, please use the ‘Fellowship Administered as Assistantship’ offer letter templates for current students.

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.

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

While fiscal year appointments technically begin and end with the actual dates of employment, most fiscal year appointments start in the Fall (8/12/2024) and end in summer (8/17/2025). We highly recommend sticking with the below start and end dates to follow academic periods and ensure continuity of funding coverage.

 **Start & End Dates:**

 8/12/2024 Fall Start

 12/20/2024 Fall End

 1/6/2025 Spring Start

 5/16/2025 Spring End

 5/19/2025 Summer Start

 8/18/2025 Summer End

Links:

Fiscal Year Payment Schedule: <https://www.purdue.edu/hr/workpurdue/grad/fygrad.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 *[College/School/Department]* is pleased to continue your *[Name of Fellowship]*Fellowship.

This will be your [second, third, or fourth] year of the *[Name of Fellowship]*Fellowship and the dates of this appointment are *[Start Date]* through *[End Date].* You will have *[# of years]* years of support remaining from *[College/School/Department]*. The *[Name of Fellowship]* **Fellowship** is being administered as **a half-time (0.5 FTE) Fiscal Year assistantship** which requires you to devote approximately 20 hours per week to research*.* 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*.

All other terms and conditions will remain in place as specified in your initial offer letter dated *[XX/XX/XXXX]*. Any changes to your appointment, including changes to your salary must be in writing. Students are presumed to have received/read all University email sent to their official Purdue University email account.

Please note that Open Enrollment for Medical Insurance starts July 1st and you must reselect your insurance, if needed. 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.**

If you have any questions or need a copy of your original offer letter, please contact *[name]* at *[email].*

Sincerely,

*[Department/School Head]*

*[Department/School Name]*

*[College Name]*

Cc: Business Office

I have read and understand this letter, and I agree to the terms and conditions of this appointment.

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