

**INSTRUCTIONS:**

1. Please complete the amounts below using the figures from your financial aid award in myMills via the Portal.
2. Check one of the boxes indicating which of the two stipend check options you choose.
3. Sign and date the contract where indicated below.
4. Return only this first page to the M Center, retaining the Terms and Conditions for your records.

**GRADUATE ASSISTANTSHIP CONTRACT  
2011-2012 ACADEMIC YEAR**

Congratulations! You have been awarded an assistantship for the 2011-2012 academic year. In order to accept your award, please sign below, choose your stipend disbursement option and **return this page only** (keep the Terms and Conditions) to the M Center, 5000 MacArthur Blvd., Oakland, CA 94613. Note: All assistantships are split equally between a tuition credit and a stipend portion. Please review the distribution of your assistantship in myMills. Your tuition credit will be applied directly to your student account for the semester(s) indicated below. You have the choice to apply your stipend portion directly toward your student account balance or receive six stipend payroll checks throughout the term in which you perform the duties of the assistantship. Review the attached Terms and Conditions carefully and direct any questions to the appropriate department listed in the Terms and Conditions.

**NAME:** \_\_\_\_\_ **STUDENT ID#:** \_\_\_\_\_ **Fund Code: 101001-5403-9075-**

<b>Distribution</b>	<b>Fall 2011</b>	<b>Spring 2012</b>
Tuition Credit Portion Applied Directly to Your Student Account	\$	\$
Stipend Portion Before Income Tax Withholding Paid in 6 bi-weekly payroll checks	\$	\$
Total	\$	\$

I have read the terms and conditions and will accept the above assistantship award.

***Please check one:***

- Please apply my stipends directly to my Mills College student account balance.  
I authorize Mills to process my payroll checks each pay period. Furthermore, if a processing error results in a discrepancy on my student account, I authorize an adjustment or reversal of a deposit as needed. This authorization will remain in effect until I have cancelled it in writing and in a reasonable length of time for Payroll to effect the change. I understand that any amount that overpays my student account will be refunded by check and all subsequent pay for my student employment at Mills will be issued by live check (paper check). I further understand at that time I may choose to have my net pay directly deposited to my bank account by completing the Request/Change Form for Bank Direct Deposit of Paycheck, Student Employees form and submitting it to Mills' Payroll by the submittal date of any pay period. I also understand that if I were to cancel the direct deposit of my stipend checks to my Mills College student account prior to making arrangements with the M Center to pay my remaining student account balance, I may be subject to late payment penalties. I will be responsible for any remaining balance after taxes are deducted.
  
- I choose to keep my stipend checks for myself. Note: Checks should be picked up at the Cashier's window on paydays, or you can complete a bank direct deposit authorization form available in the payroll office.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

.....  
Internal Office Use Only:

M Center Staff Signature:

Date:

\*\*\*\* PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS - DO NOT RETURN THIS PAGE \*\*\*\*

## TERMS & CONDITIONS GRADUATE ASSISTANTSHIP AWARD

1. To receive your assistantship, you must complete the following requirements:
  - a. Complete assistantship contract and return it to the M Center. For general questions about these terms and conditions, please contact us at [grad-finaid@mills.edu](mailto:grad-finaid@mills.edu) or 510.430.2000. The M Center is located in Carnegie Hall.
  - b. Complete the W4 and I-9 forms and present acceptable forms of ID at Payroll before beginning work. Acceptable forms of ID include but are not limited to an original passport or alternatively, the combination of your original driver's license and original social security card. Copies are not acceptable. New students may complete this paperwork during orientation; continuing and returning students should complete and submit the paperwork prior to beginning work. An I-9 form is required to verify eligibility to work in the U.S. For questions about these requirements or student payroll issues, contact **Payroll at 510.430.2206**. Payroll is located in Sage Hall.
  - c. Be an active **full-time** student in good academic standing at Mills College. Agree to notify the M Center if your enrollment status changes (e.g. full-time to part-time), or if you take a leave of absence or withdraw from coursework at any time during the academic year, and you understand that **changes in your enrollment status** may generate changes in your financial aid award. The award will terminate as of the date of leave of absence or withdrawal. You understand that a leave of absence or withdrawal is subject to the Mills' tuition and fees adjustment policy and if you have student loans, the Federal Return of Title IV policy. These policies can be found in the college catalog and online. You will be responsible for any remaining balance on your student account.
2. One half of the assistantship award is applied to tuition and is posted automatically to your student account for the semester indicated on the contract. The other half of the assistantship award is the stipend portion, which is considered **taxable income per federal regulations** and is issued in the form of a paycheck six times throughout the working semester(s). Students may choose to apply the paychecks toward the student account balance by indicating that on the contract or by completing an authorization form available in Payroll.
3. If there are any changes to the assistantship, you will be required to sign a new contract for the revised award. That contract will replace any previously signed contract. The College reserves the right to adjust or withdraw this award in the event of changes in policy, appropriations or unintended error by the College.
4. An Assistantship requires up to 20 hours of work per week for full-time or a fraction thereof for a partial assistantship for such duties as the department directs. Contact the academic department or program directly for specific information regarding your duties.
5. The academic department or program reserves the right to terminate an assistantship if the work performance does not meet departmental expectations. I understand that I will not be required to sign any paperwork if my award is terminated, but the department will inform me of my termination in writing.

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