

**APPENDIX J
LETTER OF AGREEMENT**

LATE SEPTEMBER PAY

Effective fall 2012, those GTFs who have completed and submitted their fall appointment contract as well as all required paperwork by September 1, but whose paycheck is not processed by September 30, are eligible for the following remedies:

1. All interest and late fees associated with monies owed to the University for fall term will be waived;
2. Expedited processing of an application for up to \$500 through the Jesse M. Bell Graduate Student Loan fund. Emergency loan requests must cite late September pay as a reason on the loan application to receive priority consideration and, if granted, the loan fee shall be waived.

No later than August 30, 2012, the Graduate School will develop and post on its website a procedure through which the GTFs described above can identify themselves and access the remedies described in this letter. Also by August 30, 2012, the GTFF and all GTF hiring units will be notified of the process by email.

This letter of agreement expires March 31, 2014.