



# Important Dates for 2024-25 Graduate Assistantships

## Fall 2024

## Spring 2025

**June 1:** Deadline for colleges/departments to submit an onboarding ticket through the Employee Service Center to hire graduate assistants for the academic year or fall semester.

**June 15:** Deadline for colleges/department to submit Tuition Waiver requests (not required of GAs) to [GATW@nau.edu](mailto:GATW@nau.edu).

**August 17:** Financial aid disburses. Tuition and health insurance waivers do not disburse before this date. For waivers to disburse, students must be enrolled at least nine (9) credit hours or have an approved exception on file.

**August 19:** Suggested first week of work for GAs. Tuition and university fees due. Students will be placed on a payment plan.

**August 26:** First day of instruction. Late enrollment fee of \$50 in effect.

**September 5:** Deadline for GAs to enroll in health insurance. Last day to add or drop a course.

**December 9-13:** Suggested last week of work for GAs on a fall or all-academic year contract.

**Winter Break (12/14/24-01/12/25):** Stipends continue for academic year GAs, GAs cannot be required to work unless they are GRAs and are working on a continuing research project. If a college/department wants to pay a student hourly to work over winter break, a separate ESC ticket must be submitted.

**October 11:** Deadline for colleges/departments to submit an onboarding ticket through the Employee Service Center to hire graduate assistants for the spring semester.

**October 25:** Deadline for colleges/department to submit Tuition Waiver requests (not required of GAs) to [GATW@nau.edu](mailto:GATW@nau.edu).

**January 4:** Financial aid disburses. Tuition and health insurance waivers do not disburse before this date. For waivers to disburse, students must be enrolled at least nine (9) credit hours or have an approved exception on file.

**January 6:** Suggested first week of work for GAs. Tuition and university fees due. Students will be placed on a payment plan.

**January 13:** First day of instruction. Late enrollment fee of \$50 in effect.

**January 23:** Deadline for GAs to enroll in health insurance. Last day to add or drop a course.

**May 5-9:** Suggested last week of work for GAs on an all-academic year or spring only contracts. If a college/department wants to pay a student hourly to work over summer break, a separate ESC ticket must be submitted.