

Student Native Language-Teaching Assistants and Course Credit
This form must be filed at the beginning of each academic term during your employment.

To the Student Native Language-Teaching Assistants and Faculty Advisers:

Student native language-teaching assistants (SNLTAs) sign contracts requiring them to take six credits of course work in both fall and winter terms and three credits of courses for spring term (if they are here for spring term). They are also required to work up to 20 hours per week in their respective language departments.

You are given the option of taking the above course load *for credit* or *as audit* and still maintain a valid J-1 student visa status. Some SNLTAs may not need their credits from W&L for the degree program at their home institution. If you take a course for credit, the W&L pays for the credit, *but you incur US tax liability on that amount* as a financial benefit. In other words, you get paid significantly less in each paycheck.

If you choose to audit one or more courses, then the faculty adviser does NOT register you for that course and you do not incur tax liability for the course. Each SNLTA auditing a course must speak directly with the faculty member teaching that course on order to get permission to sit in on the class.

If you choose to audit *all* courses for a given term, the faculty advisers do NOT register you for any courses. As a result, you not officially enrolled as a W&L student, will not show up on official class rosters or students documents, and cannot be certified as being a W&L student. You will, however, maintain your status as an employee.

If SNLTAs wish to take a course at VMI through the exchange program, the student must be enrolled at W&L for at least three credit hours (incurring tax liability) and must have a special dispensation from the W&L Provost and the VMI dean, since exchange agreements are intended for full-time, degree-seeking students.

Once you have determined which classes you will take and whether these courses will be for credit or audit, you must complete a copy of this form *each* term and return it to the Office of the Dean of the College in Washington Hall. A copy will be provided to the University Registrar and to the Center for International Education.

Please print

SNLTA Name: _____ Term name _____ Calendar year: _____
Fall, Winter, Spring like 2009

Course #1: _____ Instructor: _____ Credit or Audit: _____
Dept Course # Section #

Course #2: _____ Instructor: _____ Credit or Audit: _____
Dept Course # Section #

Course #3: _____ Instructor: _____ Credit or Audit: _____
Dept Course # Section #

The faculty adviser has discussed the above information with the student and both of you have agreed to the above action.

SNLTA's Signature: _____ Date _____

Faculty Adviser's Signature: _____ Date _____

Received by the Office of the Dean of the College _____ Date _____

Dean of the College Signature: _____ Date _____

Copy sent to Center for International Education and University Registrar _____ Date _____