**UGF Award Letter Template**

**Instructions:**

1. **Update all areas highlighted in gray**
2. **Put on unit letterhead**
3. **Obtain signatures**
4. **Send to student as a PDF**

<Date>

<First and Last Name> ASU ID #: <Ten-Digit ID>

Electronically Delivered Degree Plan: <Program Name, MS/PhD>

Dear <First Name>,

Earning a graduate degree can be a long and arduous effort, which is sometimes rendered even more difficult by other factors such as financial need. Therefore, we are pleased to offer you a University Graduate Fellowship (UGF) in the amount of $<x,xxx> per <AY/semester>.

**Terms of Award:**

* Award recipients must enroll for a minimum of 6 graduate-level credit hour during the award term. In special circumstances, one-time exceptions can be made for those enrolled in less than 6 hours.
* Award recipients are responsible for ensuring all remaining tuition and fees are paid.
* Award recipients must maintain a minimum 3.0 cumulative GPA during the award period.
* Award is valid only during the award period stated above.
* Award is non-renewable unless otherwise stated above.

**Award Disbursement Process & Notes:**

* The UGF award will be disbursed by the <Unit Name> through the University Student Financial Aid system in <one/two> increment(s): <$X,XXX> at the beginning of the Fall <20XX> semester and <$X,XXX> at the beginning of the <Spring 20XX> semester. Any charges on your account will be paid from the award before a refund is issued.
* If you are enrolled in less than six (6) credits, you must request an exception below and we will request the exceptional disbursement from the Graduate College. Please note, exceptional disbursements are reviewed at the beginning of each semester and funds may not be disbursed for **up to two weeks** after the start of the semester.
	+ I request an exception to the enrollment requirement of six (6) credits. I am enrolled in \_\_\_\_\_\_ hours for the <Fall/Spring> <20XX> semester and request a one-time exception for the following reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If you have applied for and/or received other forms of financial aid for the <20xx-xx> academic year, acceptance of this fellowship may affect your cost of attendance and decrease your financial aid funding eligibility, such as student loans. If you have questions concerning this, please contact ASU Financial Aid and Scholarship Services at <https://students.asu.edu/financialaid/apply/graduate>.
* Refund checks (if applicable) will be sent to the mailing address in the ASU system if you have not signed up for direct deposit. **Note:** Students can sign up for Financial Aid’s direct deposit via My ASU**.**
* All award recipients should also review the Fellowship Guidelines/Tax Considerations at [https://graduate.asu.edu/tax-considerations](https://urldefense.proofpoint.com/v2/url?u=https-3A__graduate.asu.edu_tax-2Dconsiderations&d=DwMF-g&c=l45AxH-kUV29SRQusp9vYR0n1GycN4_2jInuKy6zbqQ&r=pSxVB_7j1FDd9upbGMA0QF50nKc05iLVn9ITbTp_VFs&m=VqH-L6uiL3k8jTpN3anRvLUluAjCNbhtRZj7coEkbJY&s=ejTqD3DWdHq0MhnM2iC1MrwEcnwBu4Qu96-GTUv_xIo&e=) for important information on filing annual tax information.

If you wish to accept this award, please sign and return this document to <name/email address> by <insert date>, otherwise this offer may be withdrawn.

We are impressed by your record of achievement, and congratulate you on receiving this award. If you have any questions, please contact me.

Sincerely,

<Name>

<Title/Position>

**By signing below, I certify that I have read, understand, and agree to all of the terms and conditions and I accept this award.**

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First Name Last Name Signature Date