Sample Letter for Masters Tuition Scholarship

[Date]

[Type Recipient’s Name, Address]

Dear Mr. / Ms. Student:

Congratulations! You have been awarded a tuition scholarship, which will cover [full or one-half] the general tuition, building fee, and student service fee for the regular terms beginning [type date here, normally fall semester 200X] through [type date here, normally through summer semester 200X]. As a condition for receiving this tuition scholarship,

1. You must register for and successfully complete at least [24] hours of approved graduate course work each year. (Or more at the graduate program director’s discretion).

2. You must maintain an outstanding academic record.

No services are required to UAB as a condition of receiving this tuition scholarship. If you are placed on academic probation, this scholarship will be terminated.

I look forward to working with you on your academic pursuits. I hope you will accept this offer by signing this letter in the space below and returning it to me as soon as possible, but no later than [type date here].

Sincerely,

[Type your name]
[Type your job title]

I have read the above terms and conditions. I accept the UAB graduate tuition scholarship specified.

Student’s Signature: ____________________________ Date: ________________

Revised: 07/14/2006