

**Appendix A
Model Letter of Offer for
Laurels Scholarship**

Date XXXXXX

«First Name» «Last Name»

«Graduate Major»

Oregon State University Campus

Dear «Student's Name»:

Congratulations! Oregon State University has authorized awarding tuition scholarships to a limited number of highly qualified graduate students. It is my pleasure to inform you that you have been selected to receive a 2017-2018 University Graduate Laurels Scholarship in the amount of <<INSERT TOTAL AMOUNT HERE>>.

Should you accept this scholarship offer, the award will be disbursed directly to your student business office account in «Insert Number of Installments» installments at the beginning of each term «Insert Terms» as a credit toward your tuition charges. You will remain financially responsible for any remaining tuition charges that your Laurels award does not cover, and any matriculation and mandatory student fees.

Should you accept this award, you must remain in full time degree-seeking status in the <<Insert Graduate Major>> graduate program to remain eligible for this offer. You may not transfer this award for use in another graduate program. You must be registered for a minimum of 12 credits during each term of the scholarship period. Audit registrations, course withdrawals, and enrollment in INTO-OSU courses may not be used to satisfy enrollment requirements for this award. In addition, tuition charges associated with INTO-OSU courses may not be paid by a Laurels Scholarship. The university allows E-Campus courses to satisfy the 12-credit enrollment requirement. Questions regarding these enrollment distinctions may be directed to your graduate advisor. Award continuation will be dependent upon your timely and satisfactory degree progress.

Please note that graduate assistants are not eligible for University Graduate Laurels Scholarships because tuition remission is provided under the graduate appointment. If you accept a graduate assistantship offer after accepting this scholarship, please notify me immediately to avoid duplicate tuition payments on your student account.

It is your responsibility to report in writing any change in status to your graduate program within 30 days of the change. Changes in status include (but may not be limited to): change of major, deferring admissions after receiving an award, failure to maintain minimum GPA requirements, reduction in qualifying enrollment level, or receipt of multiple tuition awards (including GTA, GRA, International Cultural Service Program, or other tuition scholarships awarded by the Graduate School or entities external to OSU.)

If you accept this award, please sign where indicated below and return a copy of this letter to me by April 17, 2017, though an earlier response is welcome. If you do not respond by April 17, we will assume that you do not accept the award. Please keep a copy for your records. I also encourage you to contact the Financial Aid and Scholarships Office to determine how this scholarship may impact other aid you may be scheduled to receive.

We hope you will find it possible to accept this scholarship and that it will be of assistance to you in finalizing plans for a happy and successful experience at Oregon State University.

Sincerely,

**Name and Title (Chair/Head/Program Coordinator)
Name of Graduate Program**

I accept the award as outlined above.

Student Name
OSU ID#

Date