***(PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD)***

**USE THIS MODEL LETTER FOR 2021-2022 ACADEMIC YEAR**

**OFFER FOR SUPPLEMENTARY TUITION SCHOLARSHIP ONLY**

[Date]

Dear [Student]:

Congratulations on your selection as a 2021-2022 [Name of Graduate Fellowship] graduate fellow.

This memorandum serves as formal notice of financial support towards your Graduate Fellow appointment beginning on [Begin Date] and ending on [End Date].

You will receive a [full/partial] tuition waiver scholarship from [Source of tuition scholarship] for the following terms of the 2021-2022 academic year: [select terms – summer, fall, winter, spring]. This tuition support will allow you to enroll for the maximum cost of 12 credits of enrollment per term [and a maximum of three credits in summer]. You will be responsible for the tuition cost for any credits beyond the maximum per term and for the costs of any mandatory fees. [There is no provision for summer tuition coverage – **if not providing tuition support in the summer**].

Eligibility for this tuition scholarship is contingent upon:

* Your continued status as a graduate degree-seeking student in good standing as determined by the Graduate School and your program in the field of [Graduate Major];
* Your continued sponsorship under the [Name of Graduate Fellowship] program.
* Your status as a graduate degree-seeking student at OSU enrolled in the required credits of the fellowship appointment.

Please note that audit registrations, course withdrawals, and INTO-OSU courses may not be used to satisfy enrollment eligibility for this tuition scholarship.

Contact the appointing graduate program if you have questions regarding this tuition support.

This tuition scholarship will be posted directly to your student account at the beginning of each term you are on the Graduate Fellow appointment during the 2021-2022 academic year, provided you are enrolled as required.

Please be aware that acceptance of another offer of support may invalidate or reduce this offer. Students on appointment as Graduate Assistants are not simultaneously eligible for Graduate Fellow appointments or tuition waiver scholarships because full tuition remission accompanies Graduate Assistantships. Please keep the Graduate School informed of any Graduate Assistantship appointments you might subsequently accept during your fellowship period so that your tuition payments may be appropriately coordinated.

If this notice is understood and acceptable to you, please sign one copy of this memorandum and return a copy to [Department], no later than [Date]. A copy will be placed in your department file and a copy will be sent to the Office of Human Resources LifeCycle Unit as an official record of your fellowship. Please keep the original copy for your own records. Health insurance forms should be returned directly to the Office of Human Resources Graduate Benefits.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Dean, Department Head/Chair, Graduate Program Director, or Principal Investigator]

**Timing of your Offer Acceptance**

Oregon State University is a participant in the Council of Graduate Schools (CGS) Resolution for Graduate Scholars, Fellows, Trainees and Assistants (also known as the April 15th Resolution), located here: <http://cgsnet.org/april-15-resolution>. We seek your assistance in complying with its terms. Please read the Resolution carefully while considering your offer of fellowship. Your acceptance of this offer is not valid or effective until April 15 of the year in which your fellowship will begin.

I accept the offer as outlined in this letter.

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Graduate Fellow’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University ID Number

cc: Office of Human Resources LifeCycle Unit

 [Dean, Department Head/Chair, Graduate Program Director]