(on department letterhead)

Month Day, 20XX

Dear Mr./Ms/Miss APPLICANT,

Congratulations! We are delighted to inform you that the Department of XXXX can offer you a Competitive Scholarship for the 2023-24 academic year. If accepted, this offer provides you

* a $1,000 scholarship to be deposited into your student account to ensure that your tuition and fees are charged at an in-state rate for the entire academic year (2023 – 2024). The $1,000 scholarship will be applied to any tuition, fees, or charges that appear on your student account.

We hope the $1,000 will provide assistance in supporting the cost of attending our program.

Note that receipt of this award may be taxable and may prevent you from obtaining other sources of financial aid. You should check with the Office of Student Financial Aid (https://onestop.utsa.edu/financialaid/) if you have questions.

This award is contingent upon you making satisfactory academic and research progress towards the completion of your degree requirements. To maintain eligibility, you must meet the following requirements:

1. Be in good academic standing;
2. Maintain a minimum semester GPA and cumulative GPA of 3.0 for all coursework;
3. Be enrolled at UTSA for a minimum of 9 semester credit hours during the fall and spring semesters and a minimum of 3 semester credit hours during the summer session.

With your signature and date, please indicate below if you are accepting or declining the financial support provided in this letter and return your decision to XXXX@utsa.edu (GAR or dept. admin) by (add a decision date).

Sincerely,

GAR

( ) I accept ( ) I respectfully decline the financial package offer:

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 (Signature) (Date)