

Sample Letter for Undergraduate Fellowships

[Date]

[Recipient's Name, Address]

Dear Mr. / Ms. Student:

I am pleased to offer you an appointment to a fellowship in the undergraduate program in [*type undergraduate program's name here*] at the University of Alabama at Birmingham. Your appointment will be for the period [*normally fall semester start date, 200X*] to [*normally the day before the start of the next fall semester, 200X*]. During this period, you will receive a monthly payment of \$[*type amount here*]. No services are required as a condition to receiving this fellowship.

Appointment as an Undergraduate Fellow is available only to students with an excellent academic record. You must remain in good standing and make satisfactory progress toward your degree in order to continue as a fellow.

The purpose of this fellowship is to aid you in the pursuit of your studies. Your effort during the tenure of this fellowship should be devoted to carrying out those activities required by your program.

This appointment is intended to help you to be a full-time student, immersed in your undergraduate program. Accordingly,

1. You must register for, and complete, at least 32 semester hours of approved undergraduate graduate work each year.
2. You may not engage in any remunerated activities either on or off campus. Exceptions to this rule are rare and require prior approval in writing by the program director.

Appointments as an Undergraduate Fellow normally end on the day before the start of the next fall semester. [*Optional: If recommended by your program director, your appointment may be renewed for subsequent years.*]

I strongly encourage you to read IRS Publications 505 and 520 that will explain the tax status of your award. Unless you are a non-resident alien for tax purposes, UAB will not withhold taxes from your fellowship award. It is imperative for you to fully understand the applicable tax laws and make the necessary provisions to pay any required taxes.

If you are a federal financial aid applicant, this award may affect your aid eligibility. Please contact the Office of Student Financial Aid for further details.

I hope that 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 undergraduate appointment specified.

Student's Signature: _____ Date: _____