

Name  
Address

Date

Dear Name:

The <department> is pleased to offer you a <12, 9, or 4 month> Graduate Scholarship beginning <month, year> which will cover your tuition. You will be expected to provide <total number of hours per week, could be 0-20 hours/week> services hours. Your scholarship includes paying your tuition and student fees up to X credit hours per semester <that meet degree program requirements>. Please understand that you are responsible for payment of all remaining fees listed in your MyMemphis account.

Students receiving Graduate Scholarships are expected to:

- take at least <# of credit hours per semester>;
- maintain a minimum 3.00 GPA;
- make adequate progress toward your degree;
- adhere to the Student Code of Conduct [insert link here];
- perform satisfactory work in the assigned work.

<Please insert work assignment that is as specific as possible for each position and name of supervisor(s), if known>.

This appointment is expected to continue through <end date or “your graduate degree pursuit”>, pending your continuous enrollment as a graduate student, satisfactory performance/degree progression, and availability of funding.

Please inform us of your decision no later than April 15, <current year>, by signing <“this letter below” or “the attached contract” if your department prefers>. In accordance with the Council of Graduate Schools’ (CGS) resolution, you may consider other offers of financial support until the April 15 deadline, but any decision after April 15 is an obligation that you are expected to honor. Likewise, we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible.

By accepting this offer, you are agreeing to enroll at the University of Memphis in the semester stated above. You will be responsible for tuition costs should your employment be ended for non-compliance with points listed above or if you voluntarily quit during a semester. There can also be financial implications for dropping classes or withdrawing from all classes. Please consult with the University & Student Business Services (USBS) office before dropping your enrollment below <6 or 9> hours or before withdrawing from any, or all, courses.

Please add/modify items as necessary to comply with department policy or the individual student's situation.

Please contact <dept contact person> if you have any questions about your offer.

Sincerely,

Department Head name

Address

Accepted by \_\_\_\_\_ Date: \_\_\_\_\_