Sample Scholarship Award Letter

[DATE]

[STUDENT NAME]

[STUDENT ADDRESS]

**RE: Scholarship Number [GRANT NUMBER]**

Dear [STUDENT NAME]:

On behalf of the [CF NAME], I am pleased to inform you that you have been chosen to receive the [SCHOLARSHIP NAME] Scholarship in the amount of $[DOLLAR AMOUNT] for your studies for the 2016-2017 school year. This scholarship will be paid in two equal installments directly to your school for the upcoming fall and spring semesters.

*[Insert optional information about scholarship and/or donors.]*

**Award Processing**

**The following information is required in order to process your scholarship award for the fall semester. The scholarship award check cannot be issued until this information is received by the [CF NAME]:**

* The name of the college or university you are attending
* The student ID assigned to you by your college or university or other verification of full-time enrollment for the fall semester

*\*If we do not receive the requested information by* ***September 30, 2016****, the scholarship may be rescinded. Please contact the [CF NAME] if you cannot send in the information by this date.*

**The following information is required in order to process your scholarship award for the spring semester. The scholarship award check cannot be issued until this information is received by the [CF NAME]:**

* A grade report showing a GPA of at least [ENTER REQUIRED GPA] for full-time attendance during the fall semester
* Verification of enrollment for the spring semester

**Forfeiture of Award:**

The applicant understands the award could be rescinded in any of the following circumstances:

* No longer meets the scholarship qualifications.
* Is placed on academic and/or disciplinary probation.
* Does not enroll full-time in a program of study for the semester/quarter in which the award is to be in effect.

**Deferment of Scholarship:**

Scholarships may be deferred for no longer than 1 year in extenuating circumstances provided the college or university also grants a deferral for the same time period. Awardees who want to defer their scholarship must contact the [CF NAME] in writing stating why they wish to defer and when they intend to enroll. [CF NAME] staff may request additional information or proof of extenuating circumstances and reserve the right to deny the request, in which case the awardee forfeits the scholarship.

**Taxability of Scholarship Award**:

In certain situations, scholarship funds are considered taxable income for the recipient. The Internal Revenue Service provides information about scholarships on their website at: http://www.irs.gov/taxtopics/tc421.html. For questions about how this scholarship grant might impact you, please consult with your tax professional.

Please feel free to contact us if you have any questions at [PHONE NUMBER] or [E-MAIL]. Also, please remember to inform us immediately if your school plans change or you have a change of address.

Congratulations again on receiving this award and good luck with your upcoming studies!

Sincerely,

[SIGNATURE]

Enc.