**TEMPLATE: MERITED TUITION AWARD**

[Date]

ID # [ ]

[Mr./Ms] [Recipient Name]

[Street Address]

[City, State Zip]

Dear [Appropriate student name]:

I am pleased to offer you [For included new admit only: admission to the PhD/MA/MS/etc. program and ]a Merited Tuition Award in the [insert name of the graduate program unit or other department] for the academic year 20XX-20XX. This award carries a total value of [calculate and insert value] which is tuition to cover [number of hours] semester hours for Summer 20XX, [number of hours] semester hours for Fall 20XX and [number of hours] semester hours for Spring 20XX. [Note newly admitted students summer award will be for the following summer, and in the subsequent year their letter must state: “This award includes hours and stipend previously awarded to you for Summer 20XX.”]

There are no duties or service requirements associated with the fellowship appointment. You may accept a partial graduate assistantship or other part-time compensated employment at TCU during the time you hold this award; however, your total employment may not exceed 20 hours per week. We hope this tuition award will provide helpful support as you complete your degree.

If you find your enrollment will be different from the hours/semester indicated above, please notify the graduate program coordinator in your field of study [or insert name here] as soon as possible. Note that you are responsible for tuition charges for any hours exceeding your tuition award.

[For returning students:

To accept this award, please sign and return a copy of this letter. This offer is made under conditions described in the accompanying “Resolution Regarding Scholars, Fellows, Trainees, and Graduate Assistants” adopted by the Council of Graduate Schools in the United States to which TCU is a signatory.]

[For newly admitted students where the offer is also an offer of admission:

We would like to hear from you as soon as you make a decision regarding enrollment in our program but you must respond no later than April 15, 20XX. We may withdraw our offer if we have not heard from you by that time. This offer is made under conditions described in the accompanying “Resolution Regarding Scholars, Fellows, Trainees, and Graduate Assistants” adopted by the Council of Graduate Schools in the United States to which TCU is a signatory. By agreement of the member institutions of the Council of Graduate Schools (CGS), you are free to postpone your decision until April 15, or change your decision before that date. After that, you need a release from the program you have already accepted in order to accept an alternative offer. By accepting our offer, you also agree to abide by the terms and conditions outlined above.

To accept the admission offer and Merited Tuition Award, please sign and return a copy of this letter to [my office]. If I do not hear back from you or receive a signed copy of this letter by April 15, I will presume you have declined the admission and award and it will be withdrawn.]

We recommend that you keep a copy of this signed letter for your records. If you have any questions regarding this award, please contact [professor name] at 817-257-xxxx or [professor@tcu.edu].

Yours truly,

[Name]

 [Associate Dean/ Dean/ Unit head of awarding unit]

cc: [Graduate Program director of student’s accepting program]

□ I accept the [admission offer and the] tuition award offer for the [20XX-20XX academic year].

□ I decline the offer.

Print Name Signature Date