**STARS Award Letter Template**

 [Date]

ID # [ ]

[Mr./Ms] [Recipient Name]

[Street Address]

[City, State Zip]

Dear [Appropriate student name]:

As you consider our admission and award offer to join TCU’s [insert name of the graduate program unit or other department], I am delighted to offer you an additional, prestigious award. In light of your outstanding admissions application, you have been granted a STARS Award from the Office of Graduate Studies. **STARS Awards** or Stipends To Attract Remarkable Students, are special Fellowship awards intended for exceptional program applicants, like yourself; your graduate program applied for this award on your behalf. STARS awards carry a total value of $6000.00 annually for 3 years and are added onto regular assistantship or fellowship awards. Your STARS stipend raises your total award offer of [assistantship or fellowship + tuition + Health Insurance Award] for the 20XX-20XX academic year to $XXXXX [add previous award total and $6000].

The STARS award payment will appear in full on your student account divided equally at the beginning of both the fall and spring semesters for which you are enrolled for the following 3 academic years. There are no additional duties or service requirements associated with the STARS stipend. However, the award does require that you maintain satisfactory academic progress in the program as determined by the person charged with oversight of graduate programing in your college/school.

Congratulations on this prestigious award! We hope this will provide helpful support as you complete your degree at TCU. STARS awardees will be honored at a luncheon with the Chancellor in the fall, so watch your inbox for your invitation.

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]