[PLEASE COPY, REVISE AND PRINT ON YOUR DEPARTMENT LETTERHEAD]

[Insert Date]

[Student Name]

[Address]

[City, State, Zip]

Dear [Insert Student Name]:

Congratulations on being awarded the [Insert Name of Fellowship] in the amount of $[Insert Award Amount]. This award is provided through funding from the [Insert Name of Office/ Agency].

Your award will be disbursed as: [Select the applicable option below and delete the other options]

* [#] equal monthly payments starting [month, year] and continuing through [month, year]
* 1 single lump sum payment in [month, year]
* 2 lump sum payments – one each in Fall [month, year] and Spring semester [month, year]
* 2 payments in Summer

For specific payment dates you may visit the Graduate School website for the [current fellowship stipend payment schedule](https://grad.ncsu.edu/student-funding/fellowships-and-grants/opportunities/payment-schedule/).

[Insert below section if Fellowship stipend meets the GSSP minimum stipend and the Fellowship will cover tuition and health insurance costs.]

In addition to the award stipulated above, this fellowship covers the costs of your tuition and health insurance benefits under the [Graduate Student Support Plan](https://grad.ncsu.edu/student-funding/graduate-student-support-plan/) (GSSP). To receive the GSSP benefits associated with this award you must be GSSP eligible. You can visit the graduate school website to confirm that you have met all the[**GSSP eligibility criteria**](https://grad.ncsu.edu/student-funding/gssp-eligibility/).

This fellowship does not support payment of student fees. You will be responsible for paying any fees charged by NCSU associated with your enrollment (See the [Student Services website](https://studentservices.ncsu.edu/finances/tuition-and-fees/tuition-and-fee-rates/graduate-students/) for current graduate fees). You can enroll in a [payment plan](https://studentservices.ncsu.edu/finances/bills-payments-and-refunds/pay-your-bill/enroll-in-a-payment-plan/) to pay your fees over the course of a semester.

In addition to your stipend and GSSP benefits, the fellowship provides funding for [Insert any additional funding provided to the student, such as travel expenses], in the amount of $[Insert Amount].

As the recipient of the [insert fellowship name], you must meet the following conditions to receive and hold the fellowship:

1. Must be enrolled full-time
2. Must be a graduate student in good academic standing
3. Must enroll in direct deposit through [Student Services Center](https://studentservices.ncsu.edu/finances/scholarships-and-financial-aid/receive-your-financial-aid/) via MyPack portal. See [instructions](https://studentservices.ncsu.edu/finances/bills-payments-and-refunds/refunds-and-reimbursements/direct-deposit/) for enrolling in direct deposit.
4. International Students must meet with the International Compensation and Taxation (ICT) Consultant for a tax assessment and to sign appropriate forms. For more information, please visit the [Payroll website](https://controller.ofa.ncsu.edu/payroll-and-employment-tax/for-foreign-nationals/).
5. [Insert any additional department of fellowship specific requirements]

Stipends and other components of this award, though not considered wages, may be taxable income. Please refer to [IRS Pub. 970 - Tax Benefits for Education](https://www.irs.gov/pub/irs-pdf/p970.pdf), for additional information.

Please indicate your acceptance of the fellowship by signing the statement below. If you have any questions regarding your fellowship, please contact [Insert contact name] at [Insert contact email address].

Sincerely,

[Signature of DGP/DEPARTMENT HEAD/PROGRAM DIRECTOR]

[Printed Name of DGP/DEPARTMENT HEAD/PROGRAM DIRECTOR]

[Insert Title]

I accept this [Insert Fellowship Name] offer and understand the related terms and conditions.

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(Signature) (Date)