«Student\_F\_Name» «Student\_L\_Name»

«Named Scholarship»

*\*Details must be modified to reflect Unit information\**

<Date>

Dear «Prefix» «Student\_L\_Name»:

Congratulations! I am pleased to inform you that you have been selected as a recipient of the <<Named Scholarship>>for the <<Academic Year>>academic year. It is a pleasure to recognize your achievements and academic goals in this manner. This scholarship is made possible through the continued philanthropy of <<donor name>> and demonstrates their commitment to your education and future.

Your award is $<<$$>>, which will be disbursed during the <<Term and/or Terms>> of <<Year or Years>>. Your scholarship funds are processed through the university’s student financial aid system. Please check MyASU to inquire about your financial aid and/or refer to the [Financial Aid and Scholarship Services](https://students.asu.edu/financialaid) website for disbursement information. The award will first be applied to any outstanding balance you may owe to ASU and any remainder will be provided to you via direct deposit or check.

<<Include the following only if eligible for renewal>> Scholarship Renewal: This scholarship may be renewable for future academic years. Renewal is contingent upon continuing to meet the required scholarship criteria as well as the availability of funding.

In order to accept and receive this award, you are required to complete two items:

• Please sign and return the Terms of Agreement.

• Write a thank you letter to your scholarship donor.

Your scholarship award will not be finalized until the required documents are received. Please complete the Terms of Agreement and email the thank you letter to <<scholarship coordinator name and email>> by <<xx date>>.If these documents are not received by that date, your award may be cancelled. Once your documents have been received, your award will be finalized for the academic year and authorized for disbursement.

We wish you success in your academic pursuits. If you have any questions about the scholarship, please contact <<scholarship coordinator name, email and phone number>>.

Sincerely,

<<Chair/Director Name>>  
<<Title>>

[Please note: If your stationary does not include contact information, insert here]

**<<Named Scholarship>>**

**<<Academic Year>> Terms of Agreement**

The following information is provided to you as a recipient of the <<Named Scholarship>>. The Scholarship Selection committee reserves the right to cancel the scholarship if the terms and conditions are not met throughout the duration of the <<Academic Year>>academic year. Each scholar will:

* <<Fill in applicable criteria from the endowment agreement, such as: hours, major, renewable, etc>>
* Attend The College of Liberal Arts and Sciences Hearts & Scholars Scholarship Event typically held in the spring semester. Attend <<academic unit event>>. Details to be forthcoming.
* Write and return a thank you letter with this signed agreement. Your letter of appreciation should be addressed to: <<Scholarship Selection Committee Members and/or Donor Name>>. Do not stamp or seal the letter as it will be forwarded to the donor by the College Development team. Please see the below “Tips for Writing Thank You Letters to Scholarship Donors” for reference. A typed letter is highly encouraged and preferred, however if you do not have access to a computer then a readable handwritten letter will be accepted.
* Keep the <<Insert Unit Name with email/phone number here>> advised of any change of address, telephone number, or change of majors. **Deadlines will not be extended for any scholar because of incorrect address information.**

**Consent to Release Records and Terms of Agreement**

I hereby agree upon the acceptance of this scholarship to the terms specified above. I agree to remain in good standing with the University. Suspension, dismissal, or withdrawal from ASU prior to the end of a semester will automatically revoke this scholarship. Also, should my status change whereby I no longer meet the criteria, I will notify <<Scholarship Coordinator Name, Unit Name, email, and phone number>> and understand that the scholarship may be revoked. If this scholarship is revoked for the above reasons, I may be liable to repay all funds disbursed. In accepting, I understand it is my responsibility to respond in a timely manner to requests for additional information or to attend functions relative to the scholarship.

The Federal Family Educational Rights and Privacy Act (FERPA) protects the privacy of educational records that the university maintains about me. By signing below, I give permission for ASU or the ASU Foundation to disclose to the donor and any review committee the information provided in connection with this scholarship. This may include information from my educational records, such as my official transcript, letters of recommendation, and financial aid information.

In accepting this award, I grant permission to the Arizona Board of Regents, on behalf of Arizona State University and the ASU Foundation, to use my name and photographs for use in any Arizona State University and ASU Foundation communications (ex: websites, newsletters, social media, etc.).

By signing this agreement, I accept this scholarship for the <<Academic Year>>Academic Year.

\_\_\_\_ I accept/\_\_\_\_I do not accept the <<Named Scholarship>> for the << Academic Year >>Academic Year.

\_\_\_\_ I have included my **signed** thank you letter.

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Print Name ASU Student ID Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Please sign and return to:** <<Insert the Contact Name and information of your Unit, School or Center>>

**Tips for Students to Write “Thank You Letters”**

**to Scholarship Donors**

Your scholarship has been made possible by the generous philanthropy of a donor. This donor has invested in students like you to enhance your education. Donors enjoy hearing from the students whose lives they have impacted, your personal letter to the donor should be one that gives some insight on you. Be as genuine as possible when writing this letter and sharing your story with the donor. Describe how you would like the donor to realize the impact of their gift toward your education. The time you take to write this letter will be rewarded in the continuation of this scholarship for exceptional students such as yourself in the future.

Remember, faculty and staff at ASU select most private donor scholarship recipients, so the donor may not have seen your application. The following are important points that you should consider in writing your letter to the donor of your scholarship.

* Address your letter to the donor or the selection committee as directed on your Terms of Agreement form. Be sure to include the full name of the scholarship, either in the address block or in the first paragraph of your letter.

* Personalize the salutation –” Dear Mr. and Mrs. Smith” or “Dear Committee Members” (if directed to a selection committee). Do not use “Dear Donor” or “To Whom It May Concern.”
* Be sure to actually say “thank you.”
* Make mention of how this scholarship will make it easier for you to attend school, concentrate more on your studies, ease your loan indebtedness, etc.
* Let the donor know why you are attending ASU. Share what your major is, why your major excites you, what you plan to do with your degree after graduation, why you chose ASU, etc.
* Share any personal accomplishments you are proud of, such as honors, awards, internship or study abroad opportunities, and organizations to which you belong. Be sure to include any past and present leadership roles you have held within the community or at the university.
* Please use a proper closing, including your handwritten signature above your name.
* Finally, it is not necessary to put the letter in a separate envelope or provide postage for such. Simply include your letter with your signed Terms of Agreement form; it will be forwarded from the College Development team directly to the donor.
* **Letter(s) are due by <xx date>. Scholarship funds will be disbursed approximately a week before classes begin. Funds awarded will be cancelled if your letter and other materials are not received by the date specified.**

Thank you in advance for your time in completing the process… and CONGRATULATIONS on receiving the scholarship!

<Scholarship Coordinator Name>  
<Title>

<Email>

[Please note: If your stationary does not include contact information, please insert here]

**Cover Letter**

**for Delivering Thank You Letters to Donors**

*\*This letter should be modified to reflect Unit information\**

*Please send Thank You letters to College Development, Armstrong Hall, Suite 172*

<<Date>>

«Donor\_F\_Name» «Donor\_L\_Name»

«Donor\_Address»

« City», « State» « Zip\_Code»

Dear «Prefix» «Donor\_L\_Name»:

Thank you for impacting our communities by sharing your resources to allow students to reach their educational goals at Arizona State University through the <<Named Scholarship>>. With your generous support, we are enhancing the lives of our youth by providing access to education and giving them the opportunities to achieve their dreams. The challenge of providing a university education to the number of eligible students simply cannot be done without you.

We would like to express how much we at <<unit name>> appreciate your continued support of our students. With many thanks, I would like to present to you letters of gratitude from your scholarship recipients. Enclosed are the letters detailing the goals, accomplishments, and appreciation from the students who benefit from your generosity.

Please feel free to contact me to discuss the success of our students at <<chair/director email.asu.edu>> or << chair/director contact phone number>>.

ASU believes that financial barriers should not prevent qualified students from fulfilling their dreams. Thank you for creating opportunities and resources for students to reach every one of their goals at ASU and beyond.

Sincerely,

<<Chair/Director Name>>

<<Title>>

Enclosures

[Please note: If your stationary does not include contact information, please insert here]