

<Insert name(s) of USF Foundation Scholarship(s)>

Congratulations! You have been awarded the USF Foundation Scholarship listed above. In order to receive this scholarship:

In order to receive and renew this scholarship, you must agree to the following terms and conditions:

- Your scholarship assists with educational expenses at USF. If the total amount of aid you receive from federal, state and institutional sources, in addition to this scholarship, exceeds the total cost of attendance (required student fees, room and board, books, transportation and miscellaneous expenses), then some portion of your aid will be reduced so that the total will not exceed the [cost of attendance](#).
- You must register as a full-time (minimum 12 credit hours undergrad, 9 credit hours grad), degree-seeking student during fall/spring for your scholarship funds to disburse.
- This scholarship is renewable up to 4 years (8 consecutive fall and spring semesters), or until you graduate. Renewability is also dependent upon the availability of funding.
- Scholarship recipient information, such as GPA and academic progress, may be provided to scholarship donors and used in connection with the USF Foundation's Annual Donor Stewardship report.
- You will be invited to attend activities throughout the academic year. This will include workshops, social events and networking opportunities. We strongly encourage you to participate as they will help you throughout your time at USF and beyond graduation.
- You are required to write a thank-you letter to the donor(s) who have made this scholarship possible. Your thank you letter should follow this format:
  1. **State the purpose of your letter.** For example: I am writing to thank you for the {Name of Scholarship}. I was very happy and appreciative to learn that I was selected as the recipient of your scholarship. **(You can mention how the scholarship has helped you this academic year)**
  2. **Share a little about yourself and state why the scholarship is important.** Talk about what clubs you are a part of, any jobs you may have, where you plan to go after graduation, etc. Also mention why this scholarship is important to you and future students. **For example:** This scholarship provides students with the opportunity to focus on their studies, rather than worrying about tuition.
  3. **Thank the donor again and state your commitment to do well with the scholarship. Also talk about your future plans.** You can let the donor know if you would like to donate in the future. You can also mention how they have taught you a great lesson in giving back to the community. Mention your major and what you would like to do once you graduate.
  4. **Guideline for sharing your personal contact information with your donor:** Your USF E-mail address will be shared with donors. If you choose to share additional contact information with your donor, please be prepared that they may contact you and you should be responsive. You should never ask your donor for additional support.
  5. Please provide a headshot. It does not need to be professionally done, but should be conservative, non-pixelated and appropriate. No proofs. The headshot should be inserted into the thank you letter, at the end.
- **FUNDS WILL NOT BE PROCESSED** until this thank-you letter is received by the Foundation Scholarship Administrator. The letter should be emailed to the USF Foundation Scholarship Office at [USFFSO@usf.edu](mailto:USFFSO@usf.edu). Once submitted, your Oasis account will be updated as satisfied for your thank you letter within 3 – 4 weeks.