**[DATE]**

**[Student]**

**[Address]**

**[City, State Zip]**

Dear **[Student]**,

Upon the strong recommendation of the **[Department/Program\_\_\_\_\_\_\_\_\_\_\_]**, I am pleased to confirm an offer to you of a **[Fellowship/Award Name]** for the **[time frame]**. You will be appointed at a stipend of **[$$$]** for the **[time frame**]. The stipend will be paid in **[#]** equal installments of **[$$$]** each.

Policies Regarding Additional Funding

Recipients of **[Fellowship/Award Name]** may not hold other paid appointments on campus (TA, RA, instructor, etc.) or off campus during the fellowship period without the approval of the CLAS Associate Dean for Graduate Education.

Tuition and Fees

**The tuition [choose one; at the CLAS rate or program rate] and [choose 1: 50% or all] of the designated mandatory fees are the responsibility of the [choose one: department/program or student]. Fellows with awards of $5,000 for the semester or $10,000 for the academic year are classified as residents for tuition purposes.** More information on tuition and fees can be found on the [University of Iowa’s Registrar page](https://tuition.ais.its.uiowa.edu/rates) and in the Fee Addendum at the end of this document. Tuition billing information can be found on the [University Billing Office page](https://ubill.fo.uiowa.edu/payment-options). Even if you are on a billing plan, all tuition and fees must be paid no later than October.

Contributions to Health and Dental Insurance

The fellowship must be at least a semester or an academic year appointment to receive the contribution towards the health and dental insurance. The monetary amount of the fellowship must be at least $5,000 for the semester or $10,000 for the academic year to receive health benefits. The contributions are the same as for a graduate assistant. The amount for which you are responsible depends on the benefits you select. More information on graduate assistant benfits can be found [employed graduate student University benefits page](https://hr.uiowa.edu/benefits/ui-student-insurance/employed-grad-benefits).

Minimum Enrollment

Fellows are required to maintain full-time registration in the Graduate College (a minimum of nine hours during each of the fall and spring semesters, unless enrolled in post-comprehensive research or? thesis).

Financial Aid

If you were awarded Federal financial aid through the Office of Student Financial Aid, you should check with that office regarding the potential impact of this fellowship on your financial aid award (loans, etc.). You may contact the office via email (financial-aid@uiowa.edu), telephone (319-335-1450) or walk-in (2400 UCC).**By accepting this fellowship, you are acknowledging that it may affect your financial aid award.** You should also check with a tax expert regarding taxes.

International Travel

Students considering international travel during the fellowship period should register their travel [IP travel registry page](https://international.uiowa.edu/study-abroad/prepare/travel-registration) as soon as possible Any student wishing to travel to a Department of State level 3 or 4 location will be asked to submit a high-risk travel form in addition to their travel registry request. This process should be started at least 30 days prior to departure and sooner if possible.

Accept the Award

To accept this **[Fellowship/Award Name]**, please return a signed copy of this letter to **[person/address]**, by **[date]**. [**Choose :Funding Unit]** will not process the fellowship paperwork until we have received your signed offer letter. If you choose not to accept this award, please notify **[Person]** via email. If you are an international student, you will need to provide your VISA documentation (I-20 or DS-2019 and I-94, or Legal Permanent Resident Card) to the **[Office/address],** before the fellowship can be processed. You can submit copies of your documentation electronically to **[name/email].**

Please keep a copy of this award notification for your files.

Once again, my warmest congratulations for winning this prestigious award.  I wish you success in your completing your dissertation.

Please formally acknowlege your acceptance of the **[Fellowship/Award Name]** by signing a copy of this letter and returning it to **[address]**, by **[date]**. Please let me know as soon as possible, but no later than **[date]**, whether you accept this offer.

I congratulate you on the excellent academic achievement which has made this award possible. I hope that this award will enable you to progress toward your educational objectives. Please feel free to call upon our staff if we can be of any assistance or if you have any questions.

Sincerely,

DEO or DGS

**[Department/Program]**

C: **[DEO]**

 **[Associate Dean]**

I accept/decline the offer of an **[Fellowship/Award Name]** for the **[time frame]**.

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

Signature Date

**TUITION AND FEE SCHOLARSHIP**

**INFORMATION ADDENDUM**

**Deferred Payment Plan.** No deferment fee will be assessed to graduate assistant if tuition and fees are paid under the installment plan. Information regarding the deferred payment plan may be accessed at: <https://ubill.fo.uiowa.edu/payment-options>

**Mandatory Fees.**

Please note that certain fees are not considered to be *mandatory fees.* These additional fees are not paid by the department, not assessed every semester, and/or not assessed to every student. These fees are the responsibility of the student. Examples of those fees are as follows:

* Document and Record Fee (one-time)- $250 (As of fall 2021, this fee is payable in three installments). Any remaining financial aid will be applied to any outstanding fee balance.

***International Students.*** In additional to the above, international students are responsible for payment of the fees listed below:

* + International Student Fees:

 One-Time Fees

$325 one-time fee for new international student orientation (a/k/a International Grad Matriculation Fee (session) (students who were previously at the University of Iowa for a prior degree do not need to pay this fee again)

 Recurring Fees

$125 for each fall and spring semester

$62.50 for enrollment during any the summer session

**Payment Options.** Billing statements are generated on the first working day of each month and are normally due around the 22nd of each month. Students are sent official notification that their UBill is available for review via email to their @uiowa.edu email address. Students have 24/7 access to review their accounts online using MyUI at <https://myui.uiowa.edu/my-ui/home.page>.

In addition to the above methods, payment may be made through payroll deduction. If payroll deduction is elected, the payment would come out of the following month’s paycheck and would not be considered late. To enroll in payroll deduction, please:

1. Navigate to the UI Employee Self-Service portal at: [UI Employee Self-Service Logon](https://login.uiowa.edu/uip/auth.page?type=web_server&client_id=hris&redirect_uri=https%3A//hris.uiowa.edu/portal18/auth/login.php&response_type=code&scope=workflow.api.hris)
2. Enter your HawkID and Password (Note: This step can only be completed on or after the first day of employment).
3. Select “My Self-Service” on the left drop-down menu.
4. Section “University Bill”.
5. Complete the UBill enrollment process.
6. Once enrollment is completed, select “Charging”.
7. Select “Authorize Charging Agreement”

More information about payment options may be accessed at the following link: <https://ubill.fo.uiowa.edu/payment-options>.

Fee info last updated: February 2, 2024