



RESEARCH FOUNDATION

SAMPLE Non-Service Stipend Award & Acceptance Letter

Date:

Student Name:

Student Physical Address (no P.O. Box):

City, State, Zip Code:

Student Phone Number:

Re: Student Award Grant Number

Dear _____:

Congratulations! You have been selected to receive a student award for the (Semester/AY) from the (Project Name and Research Foundation account number) at San Jose State University. This project is funded by (Agency). Your award is contingent on the following conditions:

- 1.
2. (*List all conditions*)
- 3.

Please note: A true stipend is a payment made to an individual for his or her attendance or participation only—**not** for services rendered. The payment cannot be tied to “any obligation for past, present, or future services.” There can be no employer/employee relationship associated with a stipend payment.

The total amount of the **non-service** award is \$_____ to be paid (monthly, as scheduled, or one time). Payment for this award will be disbursed by the Financial Aid and Scholarship Office, and distribution will be paid through the Bursar’s Office to your student account.

The total amount of the **tuition and fees** award is \$_____. Payment for this award will be processed through the Bursar’s Office and applied to your student account.

Sincerely,

Name & Signature of Project Director

Award Acceptance

Your signature below certifies the following:

- I am a legal resident or citizen of the United States.
- _____ I am an SJSU Student. SJSU Student ID # _____
- _____ I am **not** an SJSU Student. Payment will be disbursed by my school’s Financial Aid Office.
University Name: _____ Student ID# _____
- I understand that this award does not represent payment for services required as a condition of the grant.
- I understand that this payment will be reported on the 1098T IRS tax form.
- I understand that all resources received may require adjustments to my financial aid award in accordance with federal and state regulations.
- **I have read and agree to the conditions stipulated above, and do hereby accept this award.**

Signature of Student (or Recipient): _____ Date: _____