

SAMPLE

NON-SERVICE STIPEND AWARD & ACCEPTANCE LETTER

Date

Student Name
Student Physical Address (no P.O. Box)
Student Phone Number

Re: Financial Award Grant #

Dear **XXX**:

Congratulations! You have been selected to receive a financial award for the (*Semester/AY*) from the (*Project Name and Foundation acct.#*) at San Jose State University, which is funded by (*Agency*). In order to remain eligible for this award, you must agree to the following conditions (**please note**: *A true stipend is a payment made to an individual for their attendance or participation only, NOT for services rendered. The payments can not be tied to "any obligation for past, present or future services." There can be no employer/employee relationship associated with the stipend payment. There are no fringe benefits associated with a stipend payment as they are NOT for services rendered.*)

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

The total amount of the award is \$_____ to be paid (monthly, schedule, or one time). Checks for this award will be either mailed or picked up at the reception desk at the SJSU Foundation, 210 North Fourth Street, 4th Floor.

Sincerely,

Name & Signature of Project Director

AWARD ACCEPTANCE

Your signature below certifies the following:

- I have read and agree to the conditions stipulated above and do hereby accept this award.
- I understand that this award does not represent payment for services required as a condition of the grant.
- I am a legal resident or citizen of the United States.
- _____ I am a SJSU Student
 1. Foundation will verify student enrollment
 2. This payment will be reported to the Financial Aid Office. Receiving this stipend might or might not affect your financial aid; please work directly with the Financial Aid Office to determine your financial aid situation. (<http://www2.sjsu.edu/depts/finaid/applying/howawards.html>)
 3. This payment may be reportable on 1099.
- _____ *I am not a SJSU Student* - Foundation is required by IRS to report this payment (1099)

Signature of Student (or Recipient)

Social Security Number