

Congratulations on your award from the School of Human Ecology! The College of Natural Sciences requires that all scholarship recipients write a thank you letter. Please read the following instructions regarding the required thank you letter.

Thank You Letter Guidelines

The thank you letter should include, but is not limited to, the following:

- Brief personal information
- Your academic plans
- How the scholarship will help you

Please format your letter as follows:

- **Do not hand write the letter.** While a handwritten thank you note is nice, this should be a more formal thank you letter.
- Your letter should be at least a half page in length but no more than one page.
- Please use twelve-point font.
- **DO NOT FORGET TO SIGN YOUR LETTER.** Please include your UT EID on your letter.

Letters should be hand delivered to the CNS Honors & Scholarships front office located in Painter Hall 5.37. **DO NOT E-MAIL THE LETTER.**

Deadline

Thank you letters are due no later than **December 18, 2019**. Failure to submit a thank you letter may result in the revocation of your award.

Payment

Your payment will be released upon receipt of the thank you letter. Payments are released directly to the student via direct deposit. If you do not have direct deposit set up, a check will be issued. The Office of Accounting will send an email when your check is ready for pick up with instructions on where and when to pick up the check.

Questions? Please contact the CNS Scholarship Coordinator at
scholarships@cns.utexas.edu.