**Sample email template to send nonresident alien students when offering a prize or award.**

Dear [Student Name],

Congratulations! You have been awarded [or won] the [name of Prize or Award] in the amount of $[amount], in recognition of your [name of achievement/contest/competition].

This Prize [or Award] will be disbursed to your student account. If your account balance is less than the amount of this Prize [or Award] and you are enrolled in direct deposit, a credit balance refund will be deposited into your designated bank account.

If you still owe an outstanding balance to the university, this Prize [or Award] will reduce your outstanding balance. If you would like your Prize [or Award] direct deposited to your bank account instead of applied to your outstanding student account balance, please monitor your online student account activity then ***after*** the Prize [or Award] has been applied to your student account, email aroperations@uillinois.edu to request a refund of the Prize [or Award] amount. Include the following information in your email:

* Your name and UIN
* Request for your Prize [or Award] refund
* Exact dollar amount of refund requested (not to exceed the amount of this Prize [or Award])
* Confirmation of your understanding that:
	1. You still owe an outstanding balance to the university,
	2. Your requested Prize [or Award] refund will increase your outstanding balance,
	3. You are responsible for paying your outstanding balance which now includes your requested Prize [or Award] refund, and
	4. You will not be allowed to register for classes or receive transcripts until your outstanding balance is paid in full.

If you are not sure whether you still owe an outstanding balance or how to monitor your online student account activity, please [Click here to login to your student account](https://paymybill.uillinois.edu/Access), follow the login instructions for your campus, then select "Student Account", and then "View Account". If you have not yet enrolled in direct deposit, select "Direct Deposit" from the same location to enroll. Failure to enroll in direct deposit will indefinitely delay your credit balance or requested refund.