**Sample email template to send nonresident alien students when offering a scholarship, fellowship or grant.**

Dear [Student Name],

[Unit name] is pleased to offer you a/the [name of scholarship, fellowship or grant] in the amount of [$amount] for the [YYYY-YYYY] academic year.

This scholarship [or fellowship or grant] will be disbursed to your student account and applied to your outstanding balance. Any credit balance will be refunded by direct deposit to your designated bank account on file with the university.

If this scholarship [or fellowship or grant] is specifically designated for travel or research expenses, and you want it 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 scholarship [or fellowship or grant] has been applied to your student account, email [aroperations@uillinois.edu](mailto:aroperations@uillinois.edu) to request a refund of the scholarship [or fellowship or grant] amount. Include the following information in your email:

* Your name and UIN
* Request for your scholarship [or fellowship or grant] refund to pay travel or research expenses
* Exact dollar amount of refund requested (not to exceed the amount of this scholarship [or fellowship or grant])
* Confirmation of your understanding that:
  1. You still owe an outstanding balance to the university,
  2. Your requested scholarship [or fellowship or grant] refund will increase your outstanding balance,
  3. You are responsible for paying your outstanding balance which now includes your requested scholarship [or fellowship or grant] 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.