



Reviewing the Award Letter Quick Start Guide

In-System Offer

Note: To make changes to the award letter please contact the Office of Scholarship Services.

The screenshot shows the JagSPOT interface for a 'General Scholarship'. The navigation bar includes 'Dashboard', 'Applicants', 'Portfolios', 'General Applications', and 'Evaluators'. The main content area shows 'General Scholarship' with a 'Published, Ends in 52 days' status. A red arrow points to the 'In-System Offer' button, which is highlighted in yellow. Other buttons include 'Offer Email', 'Banner', and 'Offer Reminder Email'. Below the buttons, there is a 'Description' field with a text area containing the following text:

Description This is the text that will be displayed when a student logs in to his or her account and clicks through to accept or decline an offer.

Offer Details

Dear {{ applicant.name }},

Congratulations! You have been selected for a scholarship for the {{ application.semester }} academic year at the University of South Florida.

Scholarship Guidelines:

1. This scholarship will be applied to your student account in two equal installments; one for fall semester and one for spring semester.
2. This scholarship is for payment of USA tuition and fees, USA housing and USA dining services due each semester.
3. You must be enrolled full-time each term (excluding summer semester) to be eligible for your scholarship.
4. Any lapse in enrollment will cancel the remainder of your scholarship.
5. You must indicate your plans to accept or decline this award within "30 days".

Example Formatting: **bold**, *italic*, underline, [link](#),

Available Merge Fields

| | | | | | |
|-------------|----------------|-----------------|----------------|---------------------------|--------------------|
| offer_url | applicant.name | applicant.email | portfolio.name | application.applicant_url | application.amount |
| application | | | | | |