



## Reviewing the Award Letter Quick Start Guide

Once an award offer has been made, the JagSPOT system will send an email notification to the student through their University jagmail account. The email will contain a link to the JagSPOT system, where they will be provided the award letter for the opportunity. Students must review and accept this award prior to it being placed on their student account.

Departments should review this award letter annually, during cycle management. However, changes can be made when needed. The award letter can be found in the Communications section of the opportunity. Use the *In-System Offer* tab to access and review.

Typically the award letter congratulates the student, outlines the details of the scholarship, and includes any terms, conditions, or criteria related to the award.

| Note: To make chan | ges to the award lett | er please contact the | Office of Scholar | ship Services. |
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|                    |  | Details   | Questions   | Qualifications  | Applications  | Communication   | rs <b>Reviews</b>                       | ▼ Post-Acce      | eptan |
|--------------------|--|---|---|---|---|---|---|------------------|-------|
| General Scholarshi |  |   |   |   |   | 1   | [                                       | Notes            | story |
|                    |  |   |   | $\rightarrow$   | In-System Offer   | Offer Email   | Banner Of                               | ffer Reminder Er | nail  |
| Description        | This is the te   | xt that will be dis   | played when a s   | tudent logs in to his   | or her account and  | d clicks through to   | accept or decline a                     | n offer.         |       |
| Offer Details      |  | 10 10   |   |   |   |   | Help                                    | Preview          | Edit  |
| oner betails       | B I  | 1= 1=   |   |   |   |   |   |                  |       |
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|                    | Dear ([ appl<br>Congratulat<br>academic y<br>Scholarship<br>1. This sc<br>2. This sc<br>3. You m<br>4. Any lap | icant.name }),<br>ions! You have b<br>ear at the Univer<br>Guidelines:<br>sholarship will be<br>holarship is for p<br>ust be enrolled fu<br>ose in enrollment | sity of South Ala<br>applied to your<br>bayment of USA<br>all-time each terr<br>t will cancel the r | bama.<br>student account in tr<br>tuition and fees, USr<br>n (excluding summe<br>remainder of your sc   | vo equal installme<br>A housing and US<br>r semester) to be e<br>holarship. | nts; one for fail se<br>A dining services<br>sligible for your sc | mester and one for<br>due each semester | spring semester  |       |