



Scholarship Letter and Award Guidelines

If you have accepted a scholarship or grant, you are required to submit a **current** thank you letter and picture of yourself to the Financial Aid Office. This is required each year a scholarship offer is accepted. **Awards will not be disbursed to your student account until this requirement is fulfilled.** To review award(s), access your student account on [MyDenSem](#).

Letter Specifications *(Please download template provided on the resource page)*

- One-page WORD document with standard 1" margins
- Single spaced, with a space between paragraphs, using a left-aligned block format
- Font: 11 or 12-point Cambria or Times New Roman
- Address your letter to "Dear Friend of Denver Seminary"
- **Do not include** your address or student number
- Please insert one quality picture of you/your immediate family; format to move with text
- Thank donors for your specific scholarship; use the correct name (First Last...Scholarship)
- See additional content suggestions in the letter template provided
- Please sign your letter with first and last name typed (*signature is not necessary*)

Submission & Deadlines

The submission deadline is typically three weeks before the start of the semester. You will be notified of your deadline through email and updates are posted on the [Important Dates](#) page. Please email your letter, **as an attached Word document**, to financialaid@denverseminary.edu. Your letter will be reviewed by the Financial Aid Office and the Advancement Department to ensure it meets the guidelines before it is sent to the donor(s) funding your award. Seminary donors appreciate being introduced to the students who benefit from their generosity. **If your letter has not been submitted by the established deadline, you become ineligible to receive the award.**

Donor Event & Interaction Requirements

Recipients of institutional aid may also be invited to attend an event with scholarship donors during the academic year. If applicable, you will receive an email invitation and be required to attend. Students may not contact donors directly, nor will student information be provided to donors. All donor communication must be filtered through the Advancement Department, which is authorized to obtain the student information necessary to facilitate donor communication.

Completion of Awards Process

Your scholarship application process is complete when:

- Awards have been accepted through the online [Award Letter](#).
- The required thank you letter, with picture, has been submitted and approved.
- Awards will appear in student accounts as "pending aid" and will be disbursed to student accounts no earlier than the drop/add deadline (1 week after the start of the semester) to ensure an adequate number of registered credits.
- Refund checks are mailed from the business office the Friday after a credit balance has been created.