

[Office]
[Address]
[Phone]
[FAX]
www.wrksolutions.com



[Date]

[Customer Name]
[Address]
[City, State, Zip Code]

Dear [Title and Name]

Congratulations! We have approved a scholarship package for you to attend **Lone Star College** to study to become a **Registered Nurse**. We will pay your tuition and fees to **Lone Star College** and provide you with a card to pay for required books and supplies.

[Insert if applicable]: In addition to the scholarship, Workforce Solutions will provide financial aid to help with your transportation costs to attend school [Insert if applicable]: and we will provide financial aid for child care expenses.

A summary of your financial aid for this term follows:

Tuition and Fees	\$XX,XXX
Books and Supplies	\$XXX
Transportation (will depend on the number of travel days)	Up to \$XXX per month

Make sure you contact us when you start school or should you have to drop one or more classes.

We expect to continue your financial aid for the time specified in your employment plan as long as you make good progress in school and keep in touch with us, and as long as we continue to have funds available. Thank you for allowing us to support your efforts to further your education.

Sincerely,

[PSR Name]
[PSR Title]
[PSR email address]

Workforce Solutions is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Relay Texas Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711



Be sure to keep your scholarship. Meet your responsibilities:

Keep in Touch

Within **five** business days of the event, you must tell us

- ✓ You started training
- ✓ You dropped a course, made course changes, changed course of study (major), withdrew from school
- ✓ Show us your grades for all courses within five business days of semester end.

Talk to your counselor

- ✓ If you receive financial aid to pay some of your transportation expenses, you must report attendance at least every 2 weeks to continue receiving financial aid.
- ✓ If you receive certain benefits dependant on cooperation with us, you must report school attendance as required in our agreement with you to maintain your scholarship.
- ✓ Your counselor will tell you how often you must check in to keep us informed about your progress in school. You are responsible for maintaining contact with your counselor.

If you fail to report as required, we will discontinue your scholarship and other financial aid

Make Your Grades

To keep your scholarship you must make acceptable progress in school

- ✓ Make a C average in your most recent semester or term
- ✓ Stay off academic probation

Your scholarship will be lost if your most recent semester average is below a C

Think Carefully About Your Goals

You may only change your course of study (major) once

- ✓ Your employment plan is an agreement between Workforce Solutions and you about your employment goals, course of study, a timeline for making progress and the help you need to meet your goals
- ✓ You may change to a different course of study only once prior to the completion of your chosen course of study and continue to receive your scholarship
- ✓ Once you complete your course of study we will not pay for education in another field except under extraordinary circumstances

I accept the financial aid awarded to me in this letter. I understand my responsibilities as stated here and I understand that I will lose my scholarship if I do not meet them.

Signature _____ Date _____

Printed Name _____

**All scholarship renewals depend on available funds*