Your offer letter is a binding contract between you, CMES and the Department of Education. Your FLAS Fellowship is for the language, level, courses, and location indicated on the offer letter. Deviations from the contract in any category are **not permitted.**

Dear Student,

We are pleased to inform you that the Center for Middle Eastern Studies (CMES) would like to offer you a Foreign Language and Area Studies (FLAS) Fellowship for summer 2020 at **Program's University**. This fellowship is for the study of **language** at the **level** at **Program Name** from **Date** to **Date**. Congratulations! This was a highly competitive application cycle and your acceptance should be regarded as a major achievement.

The FLAS has long been regarded as a prestigious federal scholarship and past awardees have gone on to hold important and fulfilling careers in the public and private sectors, as well as academia. The FLAS Summer Fellowship will cover tuition and tuition-related fees up to $5,000 for the span of the program. The fellowship also provides a stipend of $2,500 to be paid out on June 1, 2020.
Tuition payments are **wired directly** to your summer 2020 program. The fellowship payment will disperse to the **bank account you have on file** with the University. **Federal regulations prohibit FLAS tuition funds to be used toward any of the expenses that are commonly lumped into tuition balances:** housing, meals, medical or travel insurance, supplies, books, gym memberships, or any other personal related charges and amenities including late fines and other penalties. **Students are, however, allowed to use their stipend to cover any such expenses.**

### Summer Funding Package

| Funding: |  
| --- | --- |
| **Summer: 2020** |  
| **Fellowship Stipend (1 payment on June 1)** | $2,500 |
| **Tuition Payment to Program (up to $5,000)** | $5,000 |
FLAS fellows are expected to be enrolled in the *approved* intensive language program as listed in their offer letter. Students are to maintain good academic standing, which is earning no less than an B+ in their summer language program. **Failure to comply with FLAS regulations may result in the loss of your award.**

**Fellowship Terms:**

Under the terms of the fellowship, you must be enrolled in the approved intensive language program mentioned above for **six-weeks of study** and **140/120** contact hours. Students are expected to remain in good academic standing, demonstrating satisfactory progress toward the completion of their degree and language program during the FLAS fellowship. If you fail to comply with any of the conditions below, CMES and the Department of Education have the right to revoke your award and you will not be considered for future FLAS competitions.
In order to accept the award, you must also agree to the following federal and program guidelines:

1. Register for and maintain satisfactory attendance in the approved intensive language program. A summer session qualifies as an intensive language program if it is at least six weeks in duration and offers at least **140/120** hours of language instruction.

   * Field trips and excursions cannot be used to fulfill contact hour requirements.

   * A student may meet the required numbers of weeks and contact hours by supplementing hours with private tutoring. The student must submit a syllabus for the tutoring and the instructor’s cv. **CMES cannot pay a tutor. Instead, students may opt to use their stipend to cover tutoring fees.**

   * Additional courses offered by the program that are not intensive language courses (i.e. history, culture, community-building courses, etc.), cannot be applied to required contact hours.
In order to accept the award, you must also agree to the following federal and program guidelines:

2. FLAS summer programs must be approved by CMES prior to the start of the award, and courses must be taken on a letter-grade basis (not pass/fail or credit/no credit) with a grade no lower than a B+

3. Students are required to provide CMES with the name of your language instructor at your program so that you may complete a Language Assessment at the start and end of your summer program.

4. UT and CMES consider email an official means of correspondence; hence, if an administrator sends you an email message, you are responsible for reading it and taking action in a timely matter. Students are expected to check their email on a frequent and regular basis. Failure to complete action items in a timely matter will jeopardize your award.
TASKS & REQUIREMENTS
Stipends will **deposit on June 1, 2020** to the bank account the University has on file. At this time, paper checks are not possible. Students who have never held employment on campus (TA, Student Employee) will have set up their bank information in UT Direct.

UT's business office will transfer tuition funds directly to your summer program.
The Wire Transfer form must be completed in order to wire transfer funds to your institution.

Your program contact will need to:
1) provide you with an official invoice for tuition that reflects the amount UT is to pay (maximum of $5,000);

2) complete the Wire Transfer Funds form and return it back to you.

After you receive the completed form, please return to this site and upload the form and invoice.

**FORM**: [https://utexas.box.com/shared/static/zk4qhovtm7t15kfferbsnguqakz9obe6.pdf](https://utexas.box.com/shared/static/zk4qhovtm7t15kfferbsnguqakz9obe6.pdf)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not lisa.michelle.parisi@gmail.com? [Switch account](https://utexas.box.com/shared/static/zk4qhovtm7t15kfferbsnguqakz9obe6.pdf)
WIRE TRANSFER INFORMATION
PLEASE SUPPLY THE FOLLOWING INFORMATION FOR A WIRE TRANSFER

BENEFICIARY BANK:

NAME:

BANK ADDRESS:

CITY:

COUNTRY:

SWIFT CODE (8 or 11 characters):
(International) *Must have a swift code to send internationally. MEXICO wires must have a CLABE # and a SUCURSAL #. For wires to BRAZIL, contact Cash Management at 512-232-2108 for additional instructions.

Routing in Transit # of ABA#:

IBAN #:
(International Bank Account Number)

BENEFICIARY ACCOUNT NAME:

BENEFICIARY ACCOUNT NUMBER:
(IBAN is required for most European and some Middle Eastern countries):

ADDITIONAL BANK INFORMATION (E.G., INTERMEDIARY BANK INFO)

Prepared By: ______________________ Phone No. ______________________

Note: Any missing/incorrect information will cause a delay in processing your wire.
The invoice provided by the program must:

1) clearly indicate the payee information (i.e. who to make the check out to)
2) reflect the amount that UT is to pay
3) not exceed $5,000, as this is the maximum amount of tuition and program fees that FLAS funds can cover
4) not include any additional charges, such as lodging, meal plans, travel, fees not related to tuition, etc, as FLAS cannot cover these charges.
FLAS fellows are *required* to register for and maintain satisfactory attendance in their summer program at the language and level specified in the offer letter for each session of the summer and/or for a minimum of 6 weeks. Course selections are reported to the federal government.
Fellows are required to partake in two Oral Proficiency Assessments with their language instructor at the start and end of their award.

* Students will be asked the same questions at the start and end of their award. This is merely a strategic way to track proficiency gains.

* Depending on level and/or course curriculum students might not be able to answer all questions. This is fine. The test is designed this way.

* Pre-assessments are to be scheduled for early June and post-award assessments are to be scheduled for late July-early August.

* Both assessments are to be conducted with the same language instructor

**Discussion subjects range from:**
giving directions; ordering food; conducting shopping tasks in a clothing or grocery store; introducing family members; giving a personal autobiography; having a telephone conversation
Fellows are responsible for reporting as well as scheduling their assessments during the designated timeframes (June/late July – early August).

### FLAS Proficiency Assessment Information

FLAS Fellows are required to take a pre and post award oral Language Proficiency Assessment exam with their language instructor. Academic year fellows will schedule their pre-exams with their instructors for early September and their post-exams for late April. Likewise, summer fellows will schedule their assessments for early June and late August. The student will be responsible for working with their instructor to ensure this task is completed.

* Required

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<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Required</th>
<th>Example</th>
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<tbody>
<tr>
<td>Last Name *</td>
<td>Your answer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name *</td>
<td>Your answer</td>
<td></td>
<td></td>
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<tr>
<td>Language Course Course Number (i.e. HEB 123) *</td>
<td>Your answer</td>
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<tr>
<td>Language Course Title (i.e. Intensive Klingon II) *</td>
<td>Your answer</td>
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<tr>
<td>Instructor’s Last Name *</td>
<td>In order to obtain an accurate assessment of your skill level the same instructor will do your pre and post assessment.</td>
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- **Semester**
  - Summer 2020
  - Fall 2020
STAY IN TOUCH! 

YOU HAVE TO!

FLAS fellows are required to submit an electronic **performance report at the end of the award period to the Department of Education** by the stated deadline, documenting their accomplishments and plans for future study or employment.

FLAS fellows are also required to complete surveys on their academic and professional achievements **periodically for eight years post-award period**.
Federal Reporting Requirements

At the end of the award period fellow are required to submit evaluations to the Department of Education. The fellow will be expected to provide details on their education, courses they took, and their post award plans. **Fellows will also be contacted sporadically over the next 8 years with requests for updates.**
# Tasks & Deadlines (for Summer)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
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<tbody>
<tr>
<td>April 25</td>
<td>Wire Transfer, Invoice and surveys due.</td>
<td>All transfer documents will be sent to UT’s business office on Monday morning.</td>
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<tr>
<td>April 27 - May 8</td>
<td>Set up bank details through UT direct for stipend</td>
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<tr>
<td>May 20 - June 1</td>
<td>Submit course approval form. June 1 stipends pay out.</td>
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<tr>
<td>Early June</td>
<td>Pre-award language assessment to occur; reporting details due to CMES. Schedule independently with summer instructor</td>
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<tr>
<td>mid-late August</td>
<td>Post-award language assessment to occur; reporting details due to CMES. Schedule independently with summer instructor</td>
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<tr>
<td>September 1</td>
<td>Completed post-award assessment due</td>
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All forms are located on the Middle Eastern Studies website under FLAS Fellowships > FLAS Forms tab.
QUESTIONS?

Contact:

Lisa Parisi, FLAS Coordinator
lisa.parisi@austin.utexas.edu

Kelly Houck, FLAS Coordinator
kelly.houck@austin.utexas.edu