

**[SAMPLE LETTER TO YOUR SCHOOL DEANS, GRADUATE PROGRAMS DIRECTORS AND ADMINISTRATORS]**

Dear Graduate Program Director,

As we approach another graduate recruiting and admissions season, I write to remind you of our institution's participation in the Council of Graduate Schools' (CGS) "[Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistantships](#)" also known as the "April 15 Resolution." The deadline for acceptance of financial aid remains on that date, at midnight April 15, 2021 (late Thursday evening/early Friday morning) in your time zone.

Participation in the resolution obliges us to **allow admitted graduate students to consider all offers of financial support through April 15**. Over 325 U.S. institutions offering graduate degrees have agreed to abide by this resolution. Your cooperation ensures that both student and program conduct their admissions in an ethical manner, and that they receive equal treatment and consideration in the financial support decision-making process.

Here are some important aspects of the Resolution:

- The April 15, 2021, deadline applies only to acceptance of an offer of financial support such as a graduate scholarship, fellowship, traineeship, or assistantship.
- It applies only to offers of financial support for the following academic year.
- Although you can send out your offers well before the deadline, prospective graduate students are under no obligation to respond to offers of financial aid prior to April 15.
- **Starting in Fall 2020, applicants are no longer required to obtain a formal release from the program whose offer they accepted, either before or after the April 15 deadline. Once they have informed the program that they are withdrawing their acceptance of the offer, they then can accept any other offers.**
- All offers of financial support should include a copy of or link to the "April 15 Resolution": <http://cgsnet.org/april-15-resolution>.

In addition to direct information on the resolution, some explanatory language should be included in all financial support letters. Below is an example of wording that you are free to use in your letter.

*Please inform us in writing of your decision no later than April 15, 2021. In accordance with the [Council of Graduate Schools' \(CGS\) resolution](#), we will honor this offer until the April 15 deadline, after which point it will be rescinded unless you are informed in writing that the deadline for a decision has been extended. Although you are under no obligation to accept this offer prior to April 15, please let us know as soon as you have made a decision so that we may extend offers to other prospective students if possible. You may consider other offers of financial support; if you choose to accept another offer of financial support, you must first resign from your acceptance of our offer, either before or after April 15.*

Feel free to contact my office if you have any questions or concerns about the April 15 Resolution.