

Appealing Your Financial Aid Award

If you get a financial aid award that's less than you hoped for, don't worry! There are still opportunities for you to get additional aid, but no one is going to give it to you unless you ask!

Your best option in certain cases is to submit a financial aid appeal letter or email!

Step 1. Contact the school's financial aid office to find out the appeals process.

- Should appeals be submitted via email or letter?

Step 2. Find the best person to write the appeal letter to.

- Find out the name of your financial aid counselor and address the email or letter directly to him/her.

Step 3. Write a financial aid appeal letter or email using the attached template.

- Make sure that it is no longer than 1 page and includes details of why you need additional funding.

Step 4. Submit your letter or email.

Step 5. If you get a positive response, congratulations! If you still need additional money or your request is denied, continue to apply for scholarships! We have many listed on our Grace Academy website under Alumnae Resources.

Important Tips:

- *Try to appeal your award as soon as possible! Additional funding tends to be more readily available the earlier you ask.*
- *Make sure to personalize your email in order to tell a compelling story. Include specific details about yourself and your circumstances.*
- *Write separate letters/emails for each school you contact.*

Template for Writing a Financial Aid Appeal Letter or Email

1. Paragraph One:

- a.** Introduce yourself and your student status (prospective student, first-year, second-year, etc.).
- b.** Express your excitement for/interest in the school.
- c.** Explain the purpose of your letter/email.

Dear Mr./Ms. (add name here),

My name is Liv Rooney, and I am a prospective student hoping to attend California College in the fall of 2019. I absolutely loved California College when I toured last month and feel that I would really succeed on such a campus. However, while I am certain California College is the perfect fit for me both academically and socially, there are certain circumstances that will prevent me from attending. I am very appreciative of the financial aid already given to me, but I am afraid there is still a large gap that needs to be filled financially. I am writing to ask that my 2019-2020 package be reviewed and reconsidered.

2. Paragraph Two:

- a.** Explain background information that contributes to your financial situation.
- b.** Express that your family will do its best to handle the financial aid expense.

With my mother's recent unemployment and our already low family income, we are unable to make large financial contributions towards my education. My mother was laid off from her job in December and things have been very tight for my family the past few months, as we have been living off only one income. While our Estimated Family Contribution was determined to be \$7,000, we do not think this will be possible given our current situation. My parents and I will do our best to provide all that we can, but I am afraid that I will need another \$4,000 before I am able to attend California College this upcoming year.

3. Paragraph Three:

- a.** Illustrate your excitement/interest in the school and your ability to succeed.

Despite the fact that my financial situation is challenging, there is no doubt in my mind that I will succeed at California College. In my four years at Ridgewood High, I maintained a high level of success with a

3.78 GPA and participated in many extracurricular activities. I aspire to continue my success in college by becoming part of the community at California College. I am excited to begin my studies in International Relations, as well as become a student leader of the campus advocacy and multicultural groups on campus. I am hopeful that revisions to my financial aid package will make my education at California College a reality.

4. Paragraph Four:

- a.** Thank the financial aid office for their time and consideration.
- b.** Offer your contact information in case they have questions/need more info.

Thank you for your time and consideration. I am very grateful for the opportunity to explain my family's current financial situation and hope the financial aid committee can amend my financial aid award. If you have further questions or concerns, please do not hesitate to contact me by phone (860) 654-321 or by email betterinstereo@gmail.com. Thank you again and I look forward to hearing from you soon.

Sincerely,

Liv Rooney