

FINANCIAL AID APPEAL LETTER GUIDE

EXAMPLE

Get started by copying and pasting the example letter into your own document

Dear Financial Aid Office,

I am writing to appeal my financial aid award package due to recent changes in my family's financial situation. After submitting my FAFSA, my dad was laid off and my family has experienced financial hardship as he is still in the process of finding a new job. We have also received an eviction notice on our home. As a result of these unexpected changes, my family is facing significant financial struggles that make it difficult for me to afford the cost of attendance at college.

I am eager to continue my education, but without additional financial aid, I fear that I will be unable to do so. I have applied for outside scholarships and taken on a part-time job, but unfortunately, I am still unable to cover the cost of attendance that you provided me in the financial aid award package letter. Originally I was left with \$20,000 to cover on my own. However, I know my family and I will only be able to cover \$10,000 as my parents try to regain financial stability.

In light of these changes to my family's needs, I hope that you will review my financial aid package and consider offering additional assistance to help me achieve my educational goals. I understand that the decision ultimately lies with your office, but I am hopeful that my circumstances will be taken into account.

I have attached my dad's lay-off letter, along with the eviction notice that my parents received earlier this month. Thank you so much for your time and consideration, and I look forward to hearing back from you soon.

Sincerely,
First and last name

STEPS

- 1 Explain your circumstances
- 2 Insert the college/university name
- 3 If you know financially what you need to help cover the costs, try to be specific in your ask
- 4 Attach supporting documentation

TIPS

- Keep it simple with the format, no need to make it super long. Be clear and upfront about your circumstances and your reasons for appealing.
- Remember to include plenty of documentation, such as pay stubs or medical bills, to back up your letter. It's a bonus if another college offered you more financial aid because you can present it as a competing offer. Communicate the details of the other offer and provide documentation to back up your claim.
- Finally, remember to write honestly, and always be polite. Start with a friendly hello and make sure to say thank you at the end!

For more advice, watch "How to Appeal Your Financial Aid Package" on YouTube at tinyurl.com/bdfdxw88