

XYZ UNIVERSITY

April 1, 20XX

Ms. Sally Student
123 Coldstone Avenue
SampleTown, MA 00099

Dear Ms. Student,

Congratulations on your acceptance to XYZ University! The entire staff in the Financial Aid Office looks forward to assisting you during your enrollment at XYZ University and are pleased to share this financial aid award letter with you!

We have reviewed your financial aid application for the upcoming academic year 20XX-20XX and are pleased to make the following offer of financial assistance:

Your financial aid information was based on the following information:

Cost of Attendance (COA)

Tuition and Fees	\$31,400
Room and Board	\$8,500
Books and Supplies	\$1,000
Personal Expenses	\$2,500
Transportation	\$600

Total Cost of Attendance (COA) \$44,000

Expected Family Contribution (EFC) \$ 1,000

Calculated Financial Need \$43,000



IMPORTANT!!! Expected Family Contribution (EFC) amount MUST appear on this document. If it doesn't, submit one of the other acceptable documents that does list the EFC.

To assist in covering your calculated financial need, you are offered the following financial assistance:

	<u>Fall</u>	<u>Spring</u>	<u>Total</u>
XYZ University Grant	\$10,000	\$ 10,000	\$20,000
ABC Restricted Scholarship	\$5,000	\$5,000	\$10,000
Subsidized Stafford Loan	\$1,750	\$1,750	\$3,500
Federal Work Study	\$1,500	\$1,500	\$3,000
Total Awards	\$18,250	\$18,250	\$36,500

This award is contingent upon your enrollment in XYZ University and submitting any required documentation. Please sign one copy of this award letter and return to the Financial Aid Office. If you do not wish to accept any of these financial aid awards, please note on the letter before returning to our office. Please feel free to contact the financial aid office at 1-800-123-4567 for assistance or you can visit our website.