

SAMPLE LETTER



SOUTHWESTERN UNIVERSITY

Mr. Junior Samples
123 Main St
Houston, TX 70001

November 17, 2022
ID Number: 1234567
Academic Year: 2023-24

Dear Junior,

Congratulations on your admission to Southwestern University! We have reviewed the 2023-24 FAFSA you submitted, and have created a comprehensive financial aid package, which includes all institutional, state, and federal financial aid resources for which you are eligible. Your award details are below.

Your Scholarships and Grants

These types of financial aid do not have to be repaid.

Pell Grant and Tuition Equalization Grant amounts are ESTIMATED. See below for more information.

	<u>Fall 2023</u>	<u>Spring 2024</u>	<u>Total</u>
McKenzie Scholar Award	\$ XX,XXX	\$ XX,XXX	\$ XX,XXX
Federal Pell Grant	\$X,XXX	\$ X,XXX	\$ X,XXX
Federal Supplemental Grant	\$XXX	\$XXX	\$ X,XXX
Southwestern Grant	\$XXX	\$XXX	\$XXX
Tuition Equalization Grant	\$ X,XXX	\$ X,XXX	\$ X,XXX
Total Scholarships, Grants and Awards	\$ XX,XXX	\$ XX,XXX	\$ XX,XXX

Your Federal Student Loan Options

Federal student loans are not credit-based, and typically have the best interest rates and repayment terms.

	<u>Fall 2023</u>	<u>Spring 2024</u>	<u>Total</u>
Federal Direct Subsidized Loan	\$ X,XXX	\$ X,XXX	\$ X,XXX
Federal Direct Unsubsidized Loan	\$ X,XXX	\$ X,XXX	\$ X,XXX
Total Federal Student Loans	\$ X,XXX	\$ X,XXX	\$ X,XXX

Information about loans, including interest rates and origination fees, can be found on our [Loan Information Page](#).

Student Employment Option

You are eligible to participate in the student employment program and earn up to the amounts indicated.

	<u>Fall 2023</u>	<u>Spring 2024</u>	<u>Total</u>
Federal Work Study	\$ X,XXX	\$ X,XXX	\$ X,XXX

Note: *These funds are paid directly to the student as they are earned during the semester. Therefore, they are not credited to the student's account and should not be considered when determining what is owed to the university.*

This award is valid for the 2023-24 school year only. You must submit a new FAFSA annually to determine eligibility for financial aid for each academic year. Your eligibility for need-based aid will be based on your family's financial circumstances at that point in time.

This award is governed by the [Terms and Conditions](#) of Financial Aid Awards. Your financial aid award is based on full-time enrollment. You must enroll as a full-time student (i.e., at least 12 credits per semester) to receive any SU merit scholarship or SU need-based grant.

The Pell Grant and Tuition Equalization Grant are ESTIMATED based on the 2022-23 award amounts. The amounts for the 2023-24 year have not yet been released, therefore this amount is subject to change. Should this occur, SU dollars will be adjusted so that the overall gift amount remains the same. We will notify you of any updates via email.

VERIFICATION NOTICE: Your FAFSA data has been selected for verification by the U.S. Department of Education. This means that we must gather additional documents from you and verify the information you submitted on the FAFSA. The verification of your data may result in a change to the FAFSA data you submitted; therefore your financial aid award is subject to change depending upon the results of the verification process. Over the summer months, we will request the necessary documents via email.

In addition, any new or additional scholarship funds awarded to you may cause a decrease in the amount of scholarships, grants or subsidized loans in your financial aid award. If you receive outside scholarships, please submit the scholarship name and amount through [Financial Aid Self-Service](#) by July 1st.

You may contact the Financial Aid Office at 512-863-1259 or at finaid@southwestern.edu with questions about your award.

Continue to the next page for an illustration of how your balance due will be determined, along with options to cover that amount.

Your Scholarships and Grants

We've considered any merit scholarships you earned upon admission, and we used your FAFSA information to determine your eligibility for state, federal, or institutional need-based aid.

Loans

These are the federal student loans you qualify for this year. They're optional and if you choose to pursue them, we'll work with you over the summer to get them finalized.

Federal Work Study

This is money that can be earned through working on campus. This amount cannot be applied to your balance.

Other Important Items to Know

This section is full of important information about your financial aid. Make sure to read carefully, and don't hesitate to contact our office with any questions.

SAMPLE LETTER

Cost of Attendance

The estimated total amount it will cost you to go to school per year. Charges are subject to change each year.

Direct Costs

Charges you'll see on your billing statement.

Optional Fees

Fees that you may be able to waive. The waiver links can be found on our [Waivers for Optional Charges](#) page.

Options for covering The Balance Due

These are not your only options, but they are the most commonly used by students and families. Your payment method has no bearing on your aid or loan eligibility in subsequent semesters or years.

Pay the Balance in Full

If you choose to hold off on taking loans or using a payment plan in a given semester, just pay the amount due. For more information, please contact the [Business Office](#).

Estimate of Costs and Payment Options – 2023-2024
Prepared for: Mr. Junior Samples – ID: 1234567

Housing type: On Campus
November 19, 2022

Your cost of attendance at Southwestern is divided into two categories: Direct Costs and Indirect Costs. We have indicated the details about these below, with an illustration of how your financial aid will impact the amount you will owe to the university. **This is not a bill.**

Direct Costs	Fall 2023	Spring 2024	Total	Indirect Costs
<i>These are items charged directly by Southwestern. Your actual housing and food charges may vary based on the options you select.</i>				<i>Not directly charged by SU, but are expenses you will have as a cost of attending college. These costs may vary based upon your needs and personal choices.</i>
<i>A listing of the various costs may be found on our Tuition and Fees page.</i>				
Tuition & Fees (Full time, 12-19 credits per semester)	\$XX,XXX	\$ XX,XXX	\$ XX,XXX	Books and Supplies: \$ X,XXX
New Student Orientation Fee	\$XXX	\$0	\$XXX	Personal, Transportation, and Miscellaneous Expenses: \$ X,XXX
Student Services and IT Fee	\$XXX	\$XXX	\$XXX	
Housing (average)	\$X,XXX	\$ X,XXX	\$ X,XXX	
Food (average)	\$ X,XXX	\$ X,XXX	\$ X,XXX	
Optional Fees (can be waived - see below)*	\$ X,XXX	\$XXX	\$ X,XXX	
Total Direct Charges	\$ XX,XXX	\$ XX,XXX	\$ XX,XXX	
Total Scholarships and Grants	\$ XX,XXX	\$ XX,XXX	\$ XX,XXX	
Estimated Balance Due after Scholarships & Grants are applied	\$ XX,XXX	\$ XX,XXX	\$ XX,XXX	
Federal Direct Subsidized Loan	\$ X,XXX	\$ X,XXX	\$ X,XXX	
Federal Direct Unsubsidized Loan	\$XXX	\$XXX	\$ X,XXX	
Estimated Balance Due after Student Loans are applied	\$ X,XXX	\$ X,XXX	\$ XX,XXX	

Note: Federal Work-Study funds are paid directly to the student as they are earned during the semester. Therefore, they cannot be used to cover the balance due at the beginning of each semester.

*Optional fees that can be waived

The fees listed below will automatically appear on each student's account statement, but can be waived during the waiver period from **May 1, 2023- July 15, 2024**. More details about these fees and the waiver links may be found on our [Waivers for Optional Charges](#) page.

<p>Student Health Insurance \$X,XXX**</p> <p>Student Health Insurance is charged in the fall semester, but can be waived upon proof of health insurance coverage by the waiver deadline. If purchased, the annual premium provides coverage from 8/10/2023 through 8/9/2024.</p>	<p>Dewar Tuition Insurance Plan \$XXX**</p> <p>Dewar Tuition Insurance is charged to all student accounts in the fall semester, but can be waived. If purchased, coverage is for both the Fall and Spring terms.</p>	<p>Vehicle Registration \$XXX per semester</p> <p>Vehicle registration is automatically charged each semester. If the student will not have a vehicle on campus this charge must be waived prior to the waiver deadline.</p>
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**Rates for Student Health Insurance and Dewar Tuition Insurance are for 2022-23. The actual 2023-24 rates will be announced in the Spring of 2023. If you plan to waive these charges you can deduct them from your balance due for planning purposes.

Options to cover your remaining student account balance due, after student loans are applied

Option 1	Option 2	Option 3
Use family resources, such as savings, Texas Tomorrow Fund, or a 529 plan to pay the balance in full.	Use the SU Payment Plan to make installment payments.	Use a Federal Direct PLUS Loan
<p>Fall 2023 Due July 16, 2023</p> <p>Spring 2024 Due Dec 10, 2023</p>	<p>Monthly payment examples are below.</p> <p>Fall 2023 \$X,XXX For four months</p> <p>Spring 2024 \$X,XXX For five months</p> <p>More information available on our Payment Plan Information Page.</p>	<p>Parents may use the PLUS loan to cover up to the total estimated balance due and indirect expenses for the year. Pending credit approval, parents may borrow up to \$XXXX. Estimated loan payment for this amount is:</p> <p>\$XXX/month</p> <p>More information is available on our Loan Information Page.</p>

Take the next step!	1. Share the news.	2. Ask questions.	3. Reserve your spot.
	Be sure to pass this information on to the persons who will help you make your college choice and encourage them to contact us with questions. Click on the Download PDF button in the upper right corner of your portal screen to save a copy of your letter.	Our Financial Aid Counselors have the answers; they're just waiting to hear from you. Call, email, or visit the Financial Aid site for more information.	If you haven't already, visit My Decision to confirm your place in the class and secure your financial aid award.

Indirect Costs

To help you create a realistic estimation of your out-of-pocket cost, SU estimates what you may spend during a typical year on day-to-day expenses such as books & supplies, personal items and transportation.

Housing & Food

These figures represent the average housing and food, and may vary based on your housing and meal plan choices.

Estimated Balance Due Before Loans

This is the estimated amount you'll be billed for the year before loans.

Estimated Balance Due After Loans

This is the estimated amount you'll be billed for the year after loans.

Payment Plan

SU offers monthly payment options; visit our [Payment Plan page](#) for more information, including sign-up deadlines. The earlier you enroll, the smaller your monthly payments will be!

Federal Parent PLUS Loan

Many families use the PLUS loan to cover the balance due for the year, as well as to ensure funds are on hand to cover indirect costs throughout the year. Like Stafford Loans, the PLUS loan is optional. Visit our [Loan Information Page](#) for more information.