

Sample Letter


Please use this to help you understand your financial aid letter

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.



SOUTHWESTERN UNIVERSITY

Ms. Junior Samples
123 Main St.
San Antonio, TX 78233

November 15, 2024
ID Number: 1234567
Academic Year: 2025-26

Dear Havalah,

Congratulations on your admission to Southwestern University! We have reviewed the 2025-2026 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. Please review all pages of your award letter. View the Sample Aid Letter on our [Understanding Financial Aid Awards](#) page for additional information.

Your Scholarships and Grants		Fall 2025	Spring 2026	Total
<i>These types of financial aid do not have to be repaid.</i>				
Finch Scholarship		\$XX, XXX	\$XX, XXX	\$XX, XXX
PTK/NSCS Recognition Award		\$X, XXX	\$X, XXX	\$X, XXX
Sarofim Scholar Award - Art		\$X, XXX	\$X, XXX	\$X, XXX
Federal Pell Grant		\$X, XXX	\$X, XXX	\$X, 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		Fall 2025	Spring 2026	Total
<i>Federal student loans are not credit-based, and typically have the best interest rates and repayment terms.</i>				
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
<i>Information about loans, including interest rates and origination fees, can be found on the Loan Information Page.</i>				

Student Employment Option		Fall 2025	Spring 2026	Total
<i>You are eligible to participate in the student employment program and earn up to the amounts indicated.</i>				
Federal Work Study		\$X, XXX	\$X, XXX	\$X, XXX
<i>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.</i>				

This award is valid for the 2025-2026 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.

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 August 12, 2025.

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.

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Sample Letter

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Direct Costs

Charges you'll see on your billing statement.

Cost of Attendance

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

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.

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 [Student Accounts Office](#).

Estimate of Costs and Payment Options – 2025–2026

Prepared for: Havalah Simon– ID: 1234568

Housing type: On Campus

November 15, 2024

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

These are items charged directly by Southwestern. Your actual housing and food charges may vary based on the options you select.

A listing of the various costs may be found on our [Tuition and Fees](#) page.

	Fall 2025	Spring 2026	Total
Tuition & Fees (Full time, 12-19 credits per semester)	\$XX, XXX	\$XX, XXX	\$XX, XXX
New Student Orientation Fee	\$XXX	\$0	\$XXX
Student Services and IT Fee	\$XXX	\$XXX	\$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

\$X, XXX \$X, 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 \$X, 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, 2025– July 15, 2025. More details about these fees and the waiver links may be found on our [Waivers for Optional Charges](#) page.

Student Health Insurance

Student Health Insurance is charged in the fall semester, but can be waived with proof of health insurance coverage by the waiver deadline. Coverage is from 8/10/2025 through 8/6/2026

\$X, XXX

Dewar Tuition Insurance Plan

Dewar Tuition Insurance is charged to all student accounts in the fall semester, but can be waived. Coverage is for both the Fall and Spring terms.

\$XXX

Vehicle Registration

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.

\$XXX per semester

Black and Gold Advantage

Black and Gold Advantage is charged each semester at a rate of \$25 per credit hour but can be waived. The program provides all required textbooks, eTextbooks, lab manuals, and access codes to eligible students

\$XXX per semester, for 16 credits/semester

*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

Use family resources, such as savings, Texas Tomorrow Fund, or a 529 plan to pay the balance in full.

Option 2

Use the SU Payment Plan to make installment payments.

Monthly payment examples are below.

Fall 2025 \$X, XXX
For four months

Spring 2026 \$602
For five months

More information available on the [Payment Plan Information Page](#).

Option 3

Use a Federal Direct PLUS Loan. 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 \$XX, XXX. Estimated loan payment for this amount is:

\$186/month

More information is available on the [Loan Information Page](#).

Take the next step!

1. Share this information with 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.

2. Ask questions. Our Financial Aid Counselors have the answers; they're just waiting to hear from you. Call, email, or visit the [Financial Aid site](#).

3. Reserve your spot. If you haven't already, visit [My Decision](#) to confirm your place in the class and secure your financial aid award.

Continue to the next page for an illustration with options to cover that amount.

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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.

Optional Fees

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

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.