

Sample financial aid appeal letters

When appealing an award letter to ask for more financial aid, a college may ask you to write a letter expressing the reasons behind your appeal. Check with the college before writing a letter to make sure it is part of their appeals process. We have put together a few tips and some sample letters based on a few common scenarios.

Appeal tips



- Proofread your letter!
- If you have an assigned financial aid counselor, include their name in the letter.
- Follow the instructions provided by the college such as where to send the form and what additional documents need to be submitted. See our [handout](#) for more information about the appeal process.
- Be honest and open in the letter. Your situation may be very personal, but the colleges need all the facts to review your appeal.

These sample letters are examples and need to be edited to fit your situation!

Sample 1 scenario: *More aid is needed in order to make attending this college a reality.*

Dear Financial Aid Administrator,

First off, let me tell you how thrilled I am to be admitted to uAspire University. It is my top choice college and I am very much looking forward to beginning my studies at your institution. At this time though, I am very nervous about how I will come up with the additional money I need to fund my education. Per my calculations, I still have an estimated bill of about \$####. I have a zero SAI and my family does not have any additional money to help me pay for college. I am hoping that I might be eligible for additional grant or scholarship money. Also, I would be open to taking out an additional student loan if possible.

Please let me know if there is any other information that you need in order to consider my appeal. I look forward to hearing back from you.

Sincerely,
Sally Sample



Sample 2 scenario: *Family's financial situation has changed since completing FAFSA.*

To Whom It May Concern:

Thank you for the recent financial aid package offer to attend uAspire University. Unfortunately, since the time I submitted data about my family's finances on the FAFSA, our financial situation has changed dramatically.

A tree fell on our roof during a heavy rainstorm and my parent(s) had to repair the damages and replace the roof. This was a cost they were not expecting to incur this year. Because of how much the repair cost, my parent(s) will not be able to help me cover my college bill.

I would greatly appreciate it if adjustments to my financial aid package could be made to address this change in circumstances. I have attached a receipt from the roof repair specialist that replaced our roof, which includes a summary of the costs. Please let me know if there is any additional information you will need in order to consider this appeal, and thank you for your prompt attention to this matter.

Sincerely,
Cedric Scenario

Sample 3 scenario: *Family income has decreased significantly compared to the prior tax year information reported on the FAFSA .*

To the Financial Aid Office:

Thank you for the recent financial aid package offer to attend uAspire University. I would very much like to attend your institution as it is my top choice college. Unfortunately, the information on my FAFSA does not accurately reflect my family's financial circumstances because my family's income was much higher in 2023 than it is now. As of DATE (ex. February of 2023), my father suffered an injury at work, and has not been able to return to work ever since. He receives temporary Worker's Compensation benefits instead, in the amount of \$XXXXXX per week/month/year, which is much lower than his full salary of \$XXXXXX.

I would greatly appreciate it if my financial aid package could be reconsidered due to my parents' loss of income in the last year. Attached here is my father's 2023 paystub as proof of income loss and proof of his Worker's Compensation. Please let me know if there is anything else I can provide the Financial Aid Office for reconsideration of financial aid.

Thank You,
Jeffery Generic



Sample 4 scenario: *Student has siblings who are also attending college.*

Dear [name of assigned financial aid counselor],

Thank you for the recent financial aid package to continue attending uAspire University. I will be going into my third year and have greatly enjoyed my time so far at the college. At this time however I am nervous about affording my bill next year, since my SAI has greatly increased from what my SAI used to be. This is because my younger sister also attends college. While last year this was taken into account when I submitted my FAFSA, I am aware that now siblings in college aren't including when calculating my financial aid.

I am writing to request that you reconsider my financial aid package due to this situation. My sister is going into her second year at National Public University, and I have attached her official Proof of Enrollment along with a screenshot of her financial aid package. I have also included a signed letter from my parents that details how much they can afford to pay for both my and my sister's college costs next year. Please let me know if there is anything else I can provide the Financial Aid Office for reconsideration of financial aid. I look forward to hearing back from you.

Thank You,
Returner Reese