



# Financial Aid Appeal

*It could be the fastest \$2,000 (or even \$8,000!) you ever make. Here's a quick guide to requesting additional aid:*

- Send your request as soon as you receive your offer!  
The sooner the better :)
- Check the college's website for guidelines about their process. Is there a specific form they require? Following their procedure will increase your chances of success
- If possible, address your request to a specific person in the school's financial aid office. If you don't already have a contact, you can call the office or look on the school's website to find a list of staff

# Sample Request

If you don't know the recipient's gender, you can use Mx. or M. as a gender-neutral honorific

Don't forget to say thanks :)

If the school is your first choice, it's important to say that explicitly. Otherwise, you could say something like, "I would be thrilled to attend..."

Also, include a clear ask

Dear Ms. Heller:

My name is Patrick Sharp and I am a 12th grader currently enrolled at Lane Tech College Prep in Chicago. First, I would like to say thank you for the detailed financial aid package that you put together for me. I appreciate the work you do to put a University of Chicago education within reach for me and many other students.

UChicago is my absolute first choice for my undergraduate degree, and I am trying my best to make it affordable for me and my parents. Even with your generous aid package, our family's finances prevent me from enrolling without additional financial support. I would like to request to please be considered for any additional funding that might be available.

Include a specific why.

With your parents, [look through these tip sheets that financial aid officers use](#)—the tips may spark some ideas. Attach documentation.

I have a few details about myself to share. I believe my financial aid application may not give a complete picture of my situation. My family has a significant amount of past debt due to a job loss from years ago. In addition, there are new expenses related to the care of my grandparents. I've attached documentation for your reference.

Finally, I've received awards from other institutions that range from \$22,000–\$26,000 a year. It would mean so much to me if your office could provide me with aid at a similar level so that I can fulfill my dream of attending UChicago.

My ambition to attend UChicago continues to push me forward. Since January, I have been working 16–20 hours per week, while maintaining my grade point average and extracurriculars, and saving

two-thirds of my earnings towards college.

Thank you for reading this. If there is anything else I can provide or any questions I can answer for you, please do not hesitate to call or email me. I will respond promptly.

Thank you very much for your time and consideration.

Yours sincerely,

Patrick Sharp

Email: [psharp@email.com](mailto:psharp@email.com)

Cell: 773-555-5555