

## What do I do next?

Your next step is to print a copy of this letter and take it to your financial aid office. You can also download it and email it to your financial aid office from your school email account.

Remember:

- Hold onto the original copies of this letter and your supporting documents. Financial aid will not return them to you.
- Keep track of the details of your conversations with your financial aid office in the SwiftStudent worksheet that will download with your appeal letter.
- Check your school email address every day. Your school's financial aid officers may need additional information to evaluate your appeal.
- Ask the financial aid office to direct you to other resources at your school, especially if your appeal is rejected.

## Record of financial aid submissions and conversations

Keep a personal record of all your conversations with your financial aid office here.

\_\_\_\_\_ MM/DD/YY

I  sent an email to  received an email from  met in person with  spoke by phone with

\_\_\_\_\_ about:  
Name of Financial Officer

I told the financial aid officer:

The financial aid officer told me:

To get a decision about my appeal I need to:

When I asked the financial aid officers what other resources were available, they told me about:

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