

Financial Aid Appeal Template

Document checklist + a fill-in email template you can adapt per school.

Goal

Make a structured request backed by documents an aid office can act on.

Document checklist

- ☐ Income change (job loss/reduction) — recent pay stubs + employer letter
- ☐ Medical / extraordinary expenses — itemized bills + receipts
- ☐ Business downturn — brief P&L excerpt or accountant letter
- ☐ Sibling in college — enrollment verification + billing statement
- ☐ Comparable offers — PDF award letters (highlight net cost)

Appeal email template (fill-in)

Subject: Financial Aid Reconsideration Request — [Student Name], [ID if available]

Body (copy/paste):

Dear [Financial Aid Officer],

Thank you for your offer. I am writing to request a review due to [reason + date].

Our estimated net cost is [\$X/year]; our feasible budget is [\$Y/year].

Attached: [list documents + labels].

Thank you for your time. Please let me know if additional documentation would help.

Attachments (label each)

Attachment 1

Attachment 2

Attachment 3