**SAMPLE EMAIL – AWARD ADJUSTMENT:**

**Subject line:** You may be eligible for additional financial aid

Hi Jordan,

If your financial situation changed significantly during the COVID-19 pandemic, **you may be eligible for additional financial aid.** Since you filed your 2020-2021 FAFSA in October 2018, have any of the following happened to you?

* I lost my job or am earning less
* My parent(s) lost a job or are earning less, and I am considered a “dependent student” (my parent(s) information is required on the FAFSA)
* I have experienced or am currently experiencing homelessness
* I or my family had a significant expense this year, such as a medical bill that insurance did not cover
* I have had other changes to my ability to pay for college

If you checked any of these boxes, contact me at [financialaid@statecollege.edu](mailto:financialaid@statecollege.edu) to find out if you qualify for a financial aid adjustment. Don’t leave money on the table! Reach out today.

Sincerely,

David Wilson

Financial Aid Counselor

P.S. If you have immediate financial need, State College has funds to help! Reach out to the financial aid office at [financialaid@statecollege.edu](mailto:financialaid@statecollege.edu) to request emergency aid.

**Notes:** This email could be customized for your college. For example, you may include the date each student filed a 2020-2021 FAFSA to make the email more personalized or opt for a general time marker to help students understand the timeframe in which changes to their financial situation may qualify them for an aid adjustment. You may also list alternate or additional criteria for students to express financial need.

**Tip:** The “P.S.” line of the email could be used to inform students about the availability of emergency aid, as shown in the sample message, or used to highlight other resources or student services.