**FINANCIAL AID FOR COLLEGE HIGH SCHOOL TOOLKIT**

**Templates for monthly letters or emails to families**

**October 2020 – June 2021**

*To be sent in early October 2020*

[DATE]

Dear Families,

Completing financial aid applications is one of the most important steps students and families take to support college success. At [school name], we’re looking forward to supporting all our seniors as they plan for their next steps after graduation.

We don’t want any of our seniors to miss out on a single dollar of the financial aid. So between now and the end of the school year, we’ll be launching the [school name] Financial Aid for College Completion Project 2021. The project will include a series of supports to help every one of our seniors complete their student aid applications. These financial aid applications should be submitted even if seniors have not decided about their next steps after high school.

Keep an eye out for announcements about:

* Our school’s financial aid for college completion night on [date] – where students and families can get [in person or virtual] help and your questions answered about financial aid applications and verification requests.
* Our financial aid for college office hours held on [dates] – where students and families can get help as they complete their financial aid applications and respond to verification requests. Students and families can also request appointments at additional times to receive support with their financial aid applications.

Follow our school’s website [link] and social media feeds at [Facebook link, Twitter link] for more updates!

Last year, New York students missed out on an estimated $152 million in federal financial aid by not completing their applications on time. Let’s make sure none of our [school name] seniors miss out on their financial aid!

[Principal’s name]

*To be sent in early November 2020 if your school is operating in-person*

[DATE]

Dear Families,

November is a critical month for the [school name]’s Financial Aid for College Completion Project 2021, because on [date] we’ll be holding our financial aid for college completion night.

If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act please join us on [date] from [time] at [location]. You are also encouraged to join us if you have questions about any verification requests you’ve received.

**[School name] financial aid for college completion night**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

*[Name], our school counselor and other helpers will be available. There will be computers and WiFi. And we’ll provide child care and snacks for all families who attend.*

*Translation services in* ***[languages]*** *will be available.*

**[Date], [Time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

Let’s work together so that each and every one of our seniors completes their financial aid applications!

[Principal’s name]

*To be sent in early November 2020 if your school is operating virtually*

[DATE]

Dear Families,

November is a critical month for the [school name]’s Financial Aid for College Completion Project 2021, because on [date] we’ll be holding our financial aid for college completion night.

If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act please join us on [date] from [time] at [location]. You are also encouraged to join us if you have questions about any verification requests you’ve received.

**[School name] financial aid for college completion night**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

*[Name], our school counselor and other helpers will be available. We will record the informational portion of the program for students and families who cannot attend live.*

*Translation services in* ***[languages]*** *will be available.*

**[Date], [Time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

Let’s work together so that each and every one of our seniors completes their financial aid applications!

[Principal’s name]

*To be sent in December 2020*

[DATE]

Dear Families,

Complete your financial aid for college forms before the end of the school year! If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act it is *not* too late. Please join our financial aid for college office hours this month for your family to get help completing your senior’s financial aid applications. Students and families can also request appointments at additional times to receive support with their financial aid applications. Please contact [NAME] to set up an appointment.

**[School name] monthly financial aid for college office hours**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

**December [date] from [time], January [date] from [time], February [date] from [time], March [date] from [time], April [date] from [time], May [date] from [time], June [date] from [time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

Let’s work together so that each and every one of our seniors completes their financial aid applications!

[Principal’s name]

*To be sent in January 2021 if your school is operating in-person*

[DATE]

Dear Families,

January is a critical month for the [school name]’s Financial Aid for College Completion Project 2021, because on [date] we’ll be holding our financial aid for college completion night.

If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act please join us on [date] from [time] at [location]. You are also encouraged to join us if you have questions about any verification requests you’ve received.

**[School name] financial aid for college completion night**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

*[Name], our school counselor and other helpers will be available. There will be computers and WiFi. And we’ll provide child care and snacks for all families who attend.*

*Translation services in* ***[languages]*** *will be available.*

**[Date], [Time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

Let’s work together so that each and every one of our seniors completes their financial aid applications!

[Principal’s name]

*To be sent in January 2021 if your school is operating virtually*

[DATE]

Dear Families,

January is a critical month for the [school name]’s Financial Aid for College Completion Project 2021, because on [date] we’ll be holding our financial aid for college completion night.

If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act please join us on [date] from [time] at [location]. You are also encouraged to join us if you have questions about any verification requests you’ve received.

**[School name] financial aid for college completion night**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

*[Name], our school counselor and other helpers will be available. We will record the informational portion of the program for students and families who cannot attend live.*

*Translation services in* ***[languages]*** *will be available.*

**[Date], [Time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

Let’s work together so that each and every one of our seniors completes their financial aid applications!

[Principal’s name]

*To be sent in February 2021*

[DATE]

Dear Families,

Research shows that 90% of high school seniors who complete the FAFSA go to college immediately after graduation – compared to just 55% of seniors who do not complete the application. If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act it is *not* too late – join our financial aid for college office hours this month for your family to get help completing all the applications for which your senior is eligible. Students and families can also request appointments at additional times to receive support with their financial aid applications. Please contact [name] to set up an appointment.

**[School name] monthly financial aid for college office hours**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

**February [date] from [time], March [date] from [time], April [date] from [time], May [date] from [time], June [date] from [time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates on [school name] Financial Aid Completion Project 2021. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

[Principal’s name]

*To be sent in March 2021*

[DATE]

Dear Families,

If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act it is *not* too late – join our financial aid for college office hours this month for your family to get help completing all the applications for which your senior is eligible. Students and families can also request appointments at additional times to receive support with their financial aid applications. Please contact [name] to set up an appointment.

Students should complete their financial aid for college forms even if they have not made a decision about college next year.

**[School name] monthly financial aid for college office hours**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

**March [date] from [time], April [date] from [time], May [date] from [time], June [date] from [time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates on [school name] Financial Aid Completion Project 2021. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

[Principal’s name]

*To be sent in April 2021*

[DATE]

Dear Families,

Last year New Yorkers missed out on an estimated $152 million in federal financial aid by not filling out the FAFSA - plus additional support they could have received from state TAP applications, and NYS DREAM Act grants.

If your senior has not yet completed their FAFSA, TAP application, or NYS DREAM Act it is *not* too late – join our financial aid for college office hours this month for your family to get help completing all the applications for which your senior is eligible. Students and families can also request appointments at additional times to receive support with their financial aid applications. Please contact [name] to set up an appointment.

**[School name] monthly financial aid for college office hours**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

**April [date] from [time], May [date] from [time], June [date] from [time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates on [school name] Financial Aid Completion Project 2021. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

[Principal’s name]

*To be sent in May 2021*

[DATE]

Dear Families,

The end of the school year is fast approaching! All seniors should submit their FAFSA, TAP application, and NYS DREAM Act before the end of the year. Don’t miss out on any financial aid – take advantage of [school name]’s Financial Aid for College Completion Project 2021 support!

Join our financial aid for college office hours this month for your family to get help completing all the applications for which your senior is eligible. Students and families can also request appointments at additional times to receive support with their financial aid applications. Please contact [name] to set up an appointment.

**[School name] monthly financial aid for college office hours**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

**May [date] from [time], June [date] from [time]**

**[Location]**

Keep your eye on our school newsletter and social media feeds for more updates. You can follow along with our school’s FAFSA completion progress at [www.NYFAFSAChallenge.org](http://www.nyfafsachallenge.org).

[Principal’s name]

*To be sent in June 2021*

[DATE]

Dear Families,

At [school name] we want all our seniors to submit their financial aid applications before the end of the school year so they don’t miss out on a single dollar of aid to help support their college success!

Last year New Yorkers missed out on an estimated $152 million in federal financial aid by not filling out the FAFSA - plus additional support they could have received from state TAP applications, and NYS DREAM Act grants.

This year, our school’s Financial Aid for College Completion Project 2021 is aiming to have 100 percent of our seniors complete their financial aid applications. If your senior has not yet submitted their FAFSA, TAP application, and NYS DREAM Act, join our final financial aid for college office hours this month for your family to get help. Students and families can also request appointments at additional times to receive support with their financial aid applications. Please contact [NAME] to set up an appointment.

**FINAL [School name] monthly financial aid for college office hours**

*Seniors and their families are invited to get expert support to complete their FAFSA, TAP application, and NYS DREAM Act. We can also help families respond to verification requests once they’ve submitted their applications.*

**June [date] from [time]**

**[Location]**

Thank you for all the hard work you’ve put into supporting all our seniors with their next steps after graduation!

[Principal’s name]