**Sample Letter:**

**School Email Address, Letterhead or Logo**

Dear Financial Aid Officer,

I am writing to you with a time-sensitive request regarding the financial aid received by my dependent child (Student First and Last and Student ID#) for the [fall/winter/spring/summer/academic year] 20XX.

My employer, Columbia University, requires additional documentation from **(School Name)** in order to process my College Tuition Scholarship (CTS) benefit. This benefit is based on the cost of tuition and funds applied to **tuition only** will impact the benefit calculation amount. Please specify, for each of the scholarship(s), grant(s), and/or award(s) received by **(dependent child) listed below, whether they** **are applied specifically to "tuition,"** or "**may be applied to all charges**" on the student account.

| **Name of Scholarship/Grant/Award** | **“Tuition only” or “May be applied to all charges”** |
| --- | --- |
| list each scholarship/grant/award |  |

Please send the email with this information directly to me at **(Officer’s email address)** and I will submit this information in order to complete the processing of my CTS application.

Columbia University’s, Senior Director of Tuition Programs, Michael J. Thivierge, has confirmed that an email from your office detailing how the individual scholarship(s), grant(s), and/or award(s) received are being applied to the student account, **specifically to "tuition,"** or "**may be applied to all charges**", is acceptable.

I thank you in advance for your attention to this matter and I will be looking forward to hearing from you soon.

Kind regards,

(Officer First & Last Name)