**Template for Seniors (12th Grade) - Spring Semester**

* The following 2 email templates are meant to be forwarded by counselors to seniors or their parents AFTER students have applied to college.
* Feel free to use the emails exactly as they are OR edit them to make your own. If you want to edit this document, click “**Download as Docx**” above. You’ll then have your own version that you may edit as you please.

**Student email template**

**SUBJECT: College apps done? Here’s what to do next.**

Dear student,

First off, if you’ve finished submitting most or all of your college applications, congratulations!

Unfortunately, you’re not quite done with the college process yet. There are two main “groups” of things you should be figuring out:

1. **Deciding which college you will be attending** (if you get admitted into more than one). Many colleges have a May 1 deposit deadline, so you’ll need to make your decision and pay for a part of your tuition to guarantee your attendance.
2. **Figuring out how to pay for college**. I’d highly recommend you consider this financial piece before deciding on (or committing to) a specific college.

To figure out how to pay for college, consider the following:

* Have you applied for all government aid? That would mean filling out your FAFSA® and your state aid application. Get prepared for the FAFSA® with this [FAFSA® Prep Worksheet](https://www.goingmerry.com/counselor-resource-fafsa-prep-assignment-worksheet/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral). Some private colleges may also require you to fill out [the CSS Profile](https://www.goingmerry.com/blog/paying-for-college-difference-fafsa-vs-css-profile-deadlines/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).
* Understand your financial aid award letters. These are letters from each college detailing what aid (grants, scholarships, and loans) you have been offered--and they usually come within a few weeks of your admissions letter. Many of these are confusing and formatted differently, so [here’s a helpful article to help you compare them](https://www.goingmerry.com/blog/financial-aid-award-letter/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).
* If you feel you didn’t receive enough financial aid, you can consider appealing to your college to negotiate for more aid. [Here’s information on how to do that](https://www.goingmerry.com/blog/financial-aid-appeal-letter/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).
* Finally, if you have a remaining financial gap, you’ll likely need to cover it through a combination of summer jobs, scholarships, and student loans. [Find and apply for scholarships here via Going Merry](https://app.goingmerry.com/sign-up?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral#students). You can also find more information about [how student loans work (and how to choose the right one!) here](https://www.goingmerry.com/blog/how-student-loans-work/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).

Sincerely,

{Counselor Name}

**Parent email template**

**SUBJECT: Part 2 of the College Process**

Dear parent,

At this time, many college application deadlines have passed--so your child has likely submitted most or all of their college apps. This is an important first step to actually going to college, so congratulations!

That said, there’s still work left to do. In the coming months, your child (and your family) will need to navigate two more sets of tasks:

1. **Deciding which college you will be attending** (if you get admitted into more than one). Many colleges have a May 1 deposit deadline, so you’ll need to make your decision and pay for a part of your tuition to guarantee your attendance.
2. **Figuring out how to pay for college**. I’d highly recommend you consider this financial piece before deciding on (or committing to) a specific college.

To figure out how to pay for college, consider the following:

* Has your child applied for all government aid? That would mean filling out your FAFSA® and your state aid application. Get prepared for the FAFSA® with this [FAFSA® Prep Worksheet](https://www.goingmerry.com/counselor-resource-fafsa-prep-assignment-worksheet/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral). Some private colleges may also require your family to fill out [the CSS Profile](https://www.goingmerry.com/blog/paying-for-college-difference-fafsa-vs-css-profile-deadlines/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).
* Understand your child’s financial aid award letters. These are letters from each college detailing what aid (grants, scholarships, and loans) your family has been offered--and the letters usually come within a few weeks of the admissions letter. Many of these award letters are confusing and formatted differently, so [here’s a helpful article to help you compare them](https://www.goingmerry.com/blog/financial-aid-award-letter/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).
* If you feel that your family didn’t receive enough financial aid, you can consider appealing to your college to negotiate for more aid. [Here’s information on how to do that](https://www.goingmerry.com/blog/financial-aid-appeal-letter/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).
* Finally, if your family has a remaining financial gap, you’ll likely need to cover it through a combination of summer jobs, scholarships, and student loans. Encourage your child to [find and apply for scholarships here via Going Merry](https://app.goingmerry.com/sign-up?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral#students). You can also find more information about [how student loans work (and how to choose the right one!) here](https://www.goingmerry.com/blog/how-student-loans-work/?utm_source=sendgrid&utm_medium=email&utm_campaign=senior-spring-semester-template&utm_term=counselor-referral).

Sincerely,

{Counselor Name}