February 6, 2011

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,
 Please write parent/guardian’s name

 Hello! Thank you for being so supportive while I am working to get into a really amazing pre-college program. Today, we researched financial aid at our programs—what we needed to do and what paperwork we need in order to obtain financial aid.

 On the table below, I have organized all of the paperwork that I need to fill out and the documents that I need to bring in to Ms. Holland. I know that some of the paperwork that I’m asking for is of a really sensitive nature, but Ms. Holland has assured me that she only needs to make copies and that I can bring them right back. All of our information will be kept in a locked filing cabinet and Ms. Holland even offered to destroy it when we were done with it.

**Financial Aid Preparation/Documents**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Program | Papers I Need Help Filling Out | Papers I Need to Bring In to Ms. Holland | When everything is due |
|  |  |  | **Wednesday,****February 16** |
|  |  |  | **Wednesday,****February 16** |
|  |  |  | **Wednesday,****February 16** |

If you have any questions, Ms. Holland said you should absolutely feel free to give her a call at 203-200-8955 or e-mail her at maryannholland@achievementfirst.org.

 Thank you for all of your help, today and always!

Best,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Scholar Name Ms. MaryAnn Holland
 Director of Summer Programs, AECHS