



Invitation to Financial Aid Night

Use the following template to share information with families about any financial night workshops or programs being planned at the school.

Dear Parents/Guardians:

I would like to extend an invitation for you to participate in a financial aid information session/workshop. During this session, you and your Scholar will have an opportunity to review the financial aid process, participate in a demonstration for filling out necessary financial aid forms, and complete the Financial Aid Form for Student Application (FAFSA) with the help of a financial aid expert. Financial aid is available to help students pay for college – and the first step to accessing those funds is to complete a FAFSA.

[NAME OF SCHOOL] Financial Aid Night

Date:

Time:

Location:

In order to complete the FAFSA, the following documents are required:

- Social Security Number of Scholar
- Scholar's alien registration or permanent resident card if not a U.S. citizen
- Driver's License of Scholar (if any)
- Financial information from the previous year (ex. for the 2011-12 school year, Scholars will need financial information from 2010)
- Financial information includes the following:
 - W-2 Forms and other records of money earned in the previous year (if any)
 - Scholar's Federal Income Tax Return from previous year (if any)
 - Parents Federal Income Tax Return (if Scholars are considered a dependent)
 - Scholar's untaxed income records—(i.e. worker's compensation, child support received)
 - Scholar's current bank statements (if any)
 - Scholar's investment records (if any)

Thank you very much for your willingness to participate. If you have any questions, please contact: **[INSERT NAME HERE]** at **[INSERT CONTACT INFORMATION HERE]**

Sincerely,

[NAME OF SENDER HERE]