



Please Close My Application Note

As a courtesy to the colleges you have been accepted to, please let them know of your plans not to attend. You can send them an email, postcard or letter. Please make sure your name and address is included in your notification. By closing your file, you will release your spot in the freshman class that could enable someone to come off a waitlist. Your financial aid money would also be put back into the pool. This would allow the financial aid you were awarded to be redistributed to students who may need it.

Here's a sample of what you could use.

Dear Admissions,

Thank you for your acceptance. I appreciate being offered admission to your school, but after careful consideration I have decided to pursue my education elsewhere.

Mahalo,

Your Signature (if sending a postcard or letter)

Print Your Name

Address

City, State, Zip

Phone Number