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Below is a sample Proof of Aid Letter that your Financial Aid or Student Accounts office can use to indicate how much financial aid will be available to you to pay for costs that your school does not pay for directly.

Dear World Learning,

Student Name will attend Program Name and Term. S/he will receive aid through University/College in excess of her tuition charges. Excess funding, in the amount of \$... will be refunded to Student Name or World Learning and s/he will be responsible for paying the remaining program balance. Funding should be available by Date.

Sincerely, Name of School Official Title Phone Number