

Student Memorandum

Academic Year: _____

Date: _____

To: Financial Aid Office _____
Student ID#

From: _____
Last Name, First Name SSN

Subject: ___ High School/College Transcript is now on file in the Student Records Office
___ Program Major/Code has been Changed
___ Close Financial Aid File
___ Re-open Financial Aid File
___ Other _____

Phone#: _____

Student Signature