

AFTER COLLEGES HAVE MADE THEIR DECISIONS

Once a college has notified you of a decision, inform the College Guidance Office so that the school's records will be accurate. If you receive a denial letter, notify Mr. Moss or Ms. Brewer promptly, especially if additional applications need to be considered at that time.

As soon as you are certain of which college you will attend, you must write all other colleges to which you have applied and withdraw your applications, so that the space can be offered to someone else. Do so in a courteous note similar to the following sample. **Remember – The Candidate's Reply Date by which you must have notified all colleges of your decision is May 1st.** Please see the Statement of Students' Rights and Responsibilities on the next page.

Sample Letter (fill in all underlined items with your information):

(Current Date)

Director of Admissions (use name)
(College/University Name)
(College/University Street Address)
(College/University City, State Zip)

Dear (Director's Name):

I am most grateful to you for the consideration shown me and for the offer of admission. After much thought, however, I have decided to attend (Your First-Choice College/University). Therefore, I am withdrawing my application to (College/University Name).

Thank you again for your consideration.

Sincerely yours,

(Signature)

(Your Name)
Your Social Security Number
Your Home Street Address
Your Home City, State Zip)