



### **LEARNING OUTCOME**

### After participating...

...you will be able to improve affordability messaging and financial aid communication for your admitted student pool.





#### HEADLINES

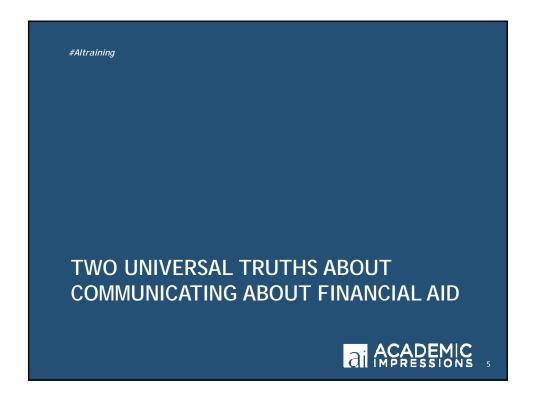
"Confusing college financial aid letters leave students, parents adrift." --Hechinger Report

"Focus groups find problems with various award letter templates" --Inside Higher Ed

"Don't get fooled by financial aid letters" --Reuters

"10 rules for decoding college financial aid award letters" --Forbes





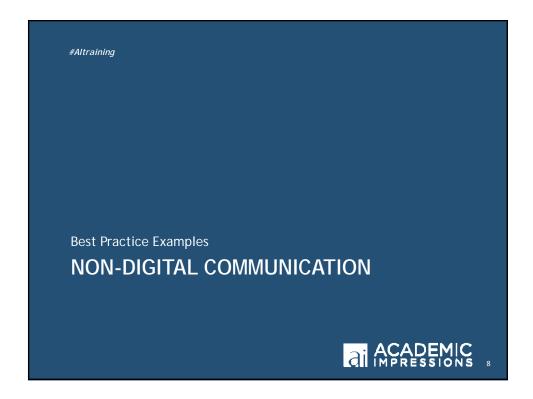
- COMMUNICATINGABOUT FINANCIALAID
  - Truth #1: You cannot communicate too much information
  - Truth #2: You cannot communicate too frequently



#### AGENDA

- Best Practice Examples: Non-digital communication
- Best Practice Examples: Electronic communication
- Moving Forward: Keys to concise financial aid communication
- Address your questions





### **FOLLOW-UP LETTERS**

PID:



- Written, signed statements from TWO neutral third parties, e.g., a doctor, clergy, high school counselor, social worker, etc. describing their understanding of your lamily relationship. These statements must be on official stationary or they must be notarized. These parties must provide the same type of information that you present in your letter, but from their perspective.
- NOTE: If a neutral third party cannot attest to the situation, the third parties could be others who are not involved, e.g., aunt, uncle, grandparent, family friend, etc. Signed statements from family members and family friends must be notarized and annotated with the relationship to the student.

- Letter Template
- **Bullets for items** needed
- Committee Updates annually
- Macro will generate letters when needed to send
- Can be printed, emailed, saved as **PDF**

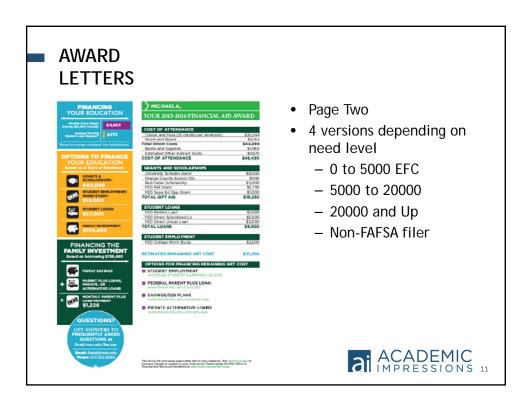


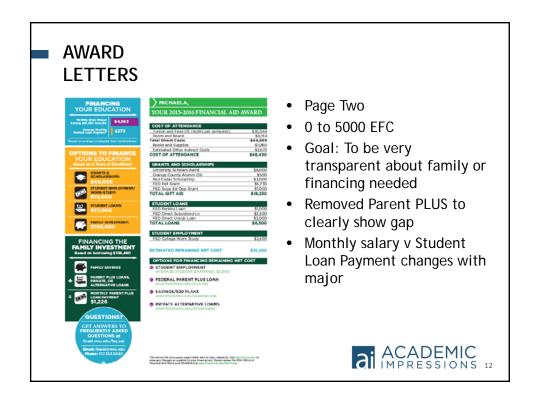
### **AWARD LETTTERS**

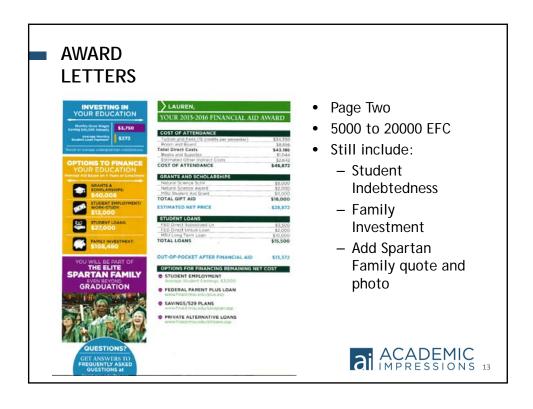


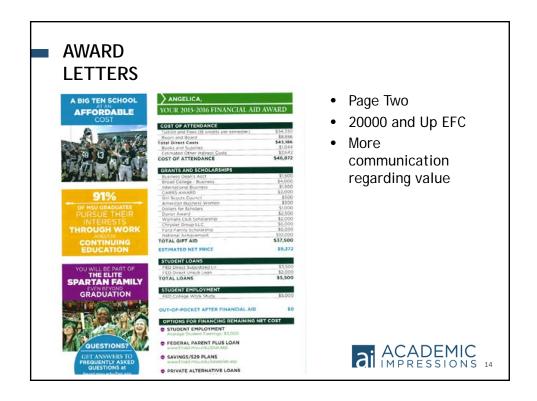
- **Paper Award Letters**
- Customized per student
- Page One
  - Name
  - Major
  - Placement Rate
  - Average Starting Salary

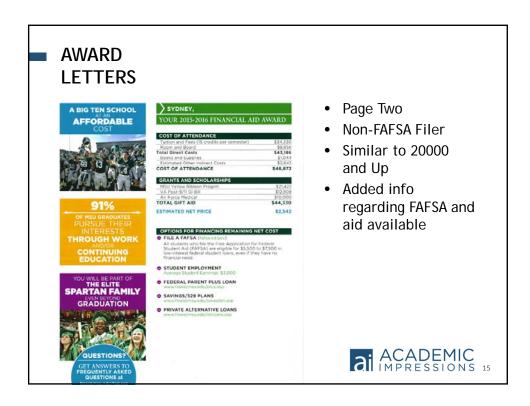


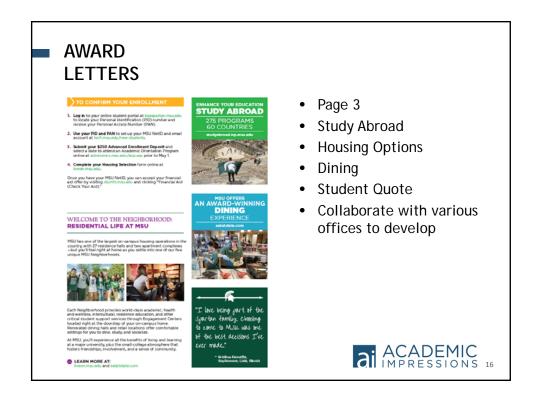


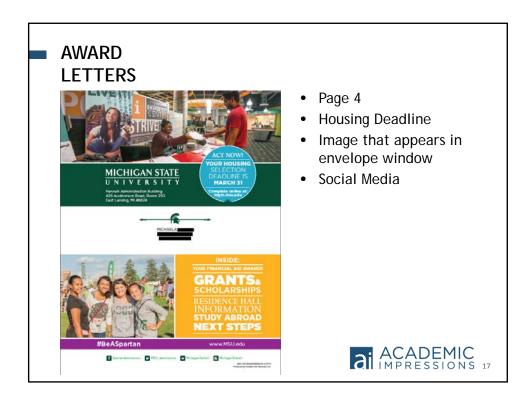


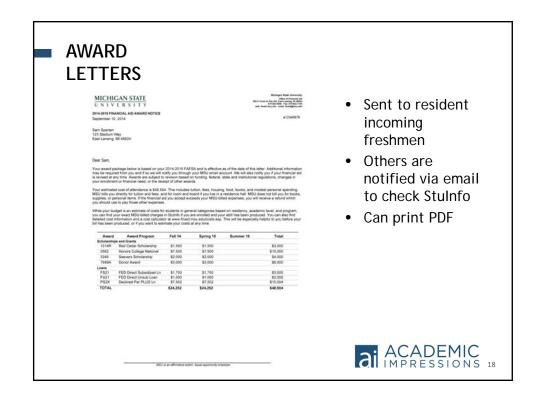






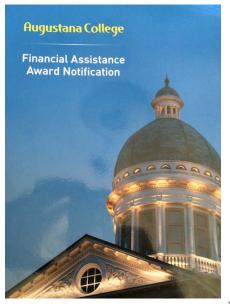






### AWARD LETTER PACKAGE

- Mailed to all packaged students (filers and non-filers)
- Includes:
  - Award letter
  - Cost/Payment Sheet
  - FAQ
  - Next Steps



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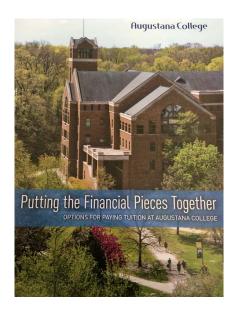
### AWARD LETTER PACKAGE

- Focus on value and outcomes, first and foremost
- Relevant graduate profiled



### PUTTING THE PIECES TOGETHER

 Everything anyone would every want to know about financial aid and financing and Augustana education



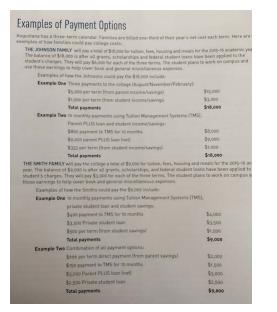


Putting the Financial Pieces Together

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### **EXAMPLES OF PAYING**

- Realistic
- Thorough
- Imaginative



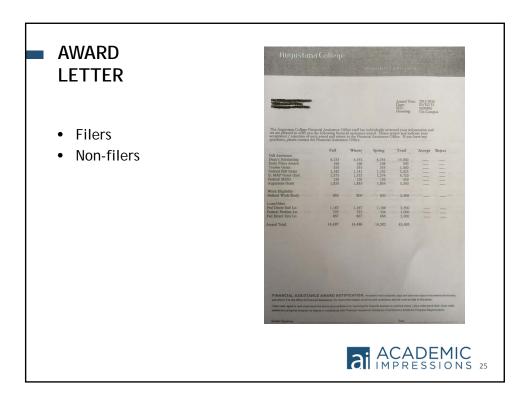


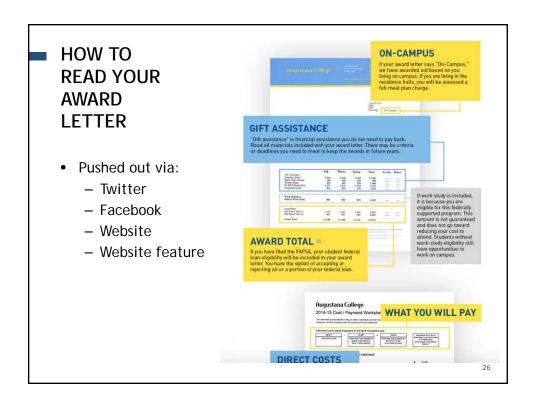
### **FINANCING AND PAYING**

- Billing
- Monthly payment
- PLUS Ioan



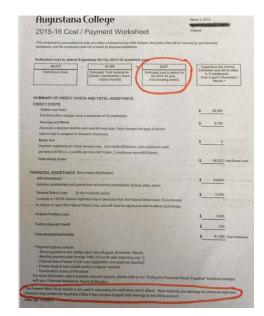
ACADEMIC IMPRESSIONS 24





### **COST/PAYMENT** WORKSHEET

- Keep it simple
- Make it easy
- Don't leave anything to guesswork
- (Admissions Officers use this for all "closing calls" and receive a copy to trigger the phone call.





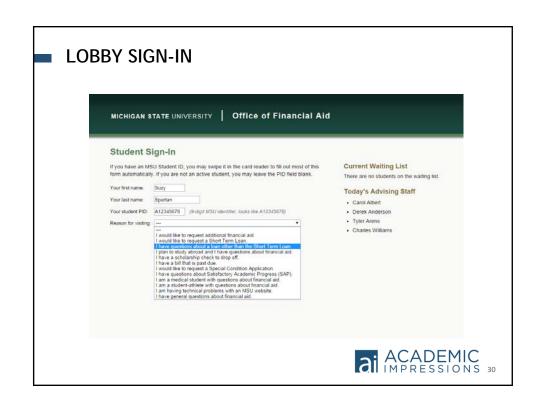
### **LOBBY SIGN-IN**



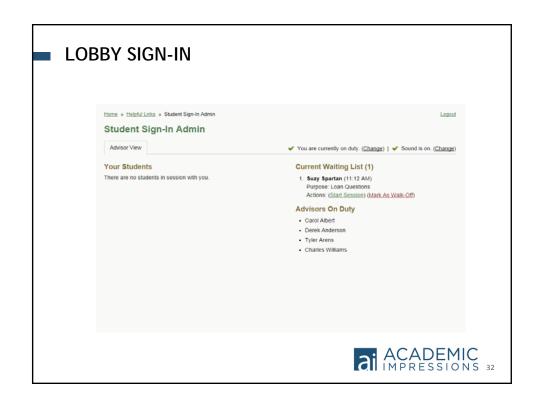
- Students can swipe MSU ID or type to sign-in
- Provides names of advisors on-duty
- Provides list of others who are waiting and what order
- Can see what time others signed-in



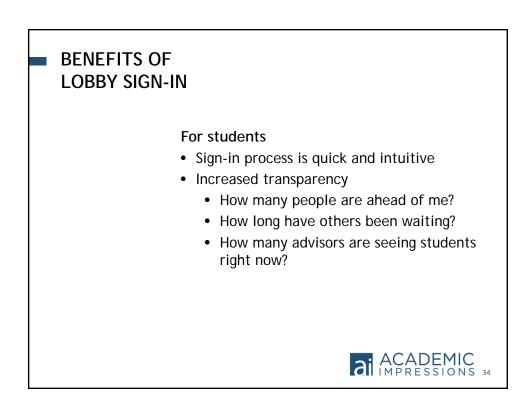












### BENEFITS OF LOBBY SIGN-IN

#### For advisors

- More information at a glance
  - How many students are in the lobby right now?
  - How many other advisors are on duty or in session with a student?
- Sound alerts let them work on something else while still seeing students - no need to actively monitor the lobby



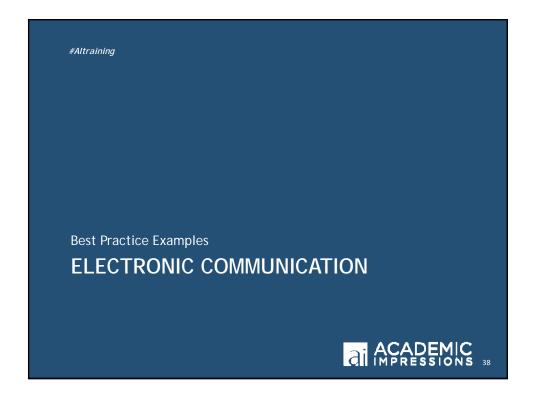
## BENEFITS OF LOBBY SIGN-IN

#### For supervisors

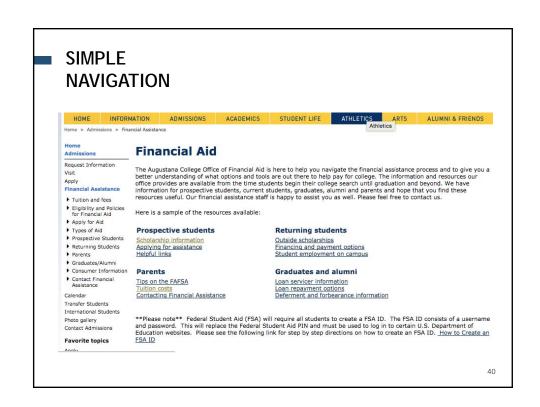
- Note-keeping is enforced by the system always "leaving a trail" for the next advisor
- Metrics by hour, day, week, month, etc.
  - Total number of students seen
  - Average wait time of students seen

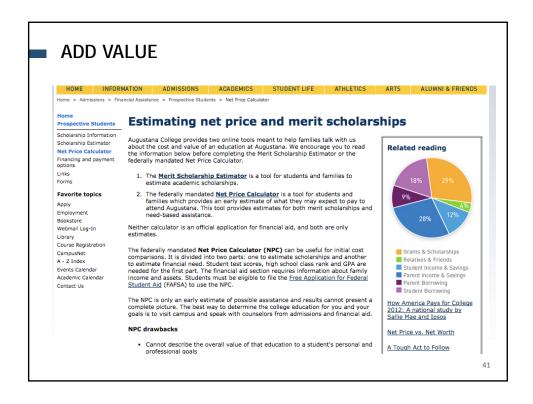


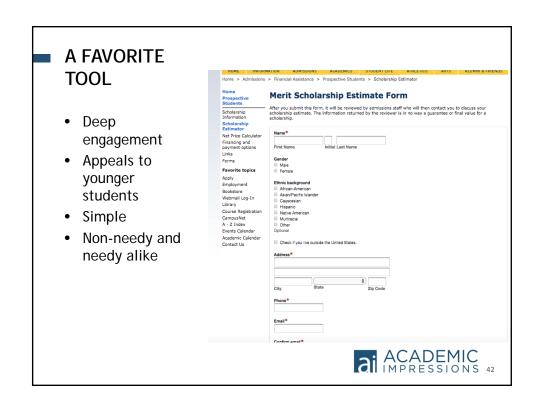


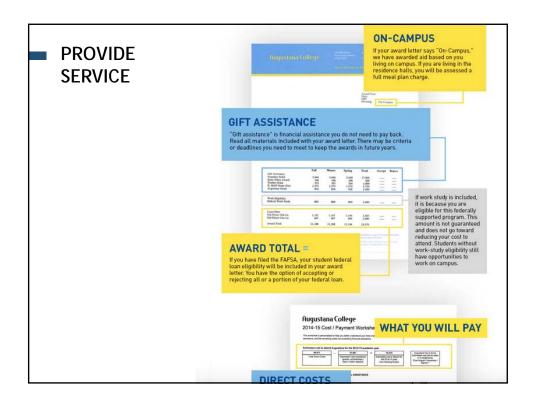


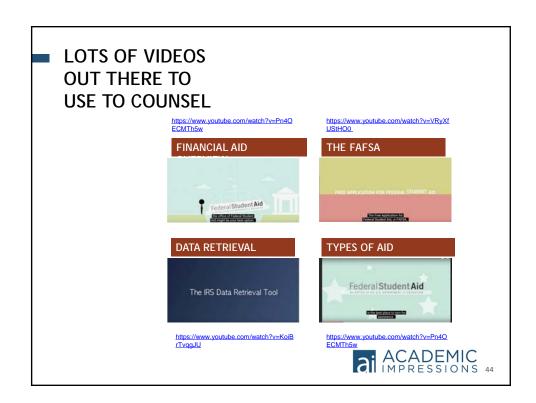




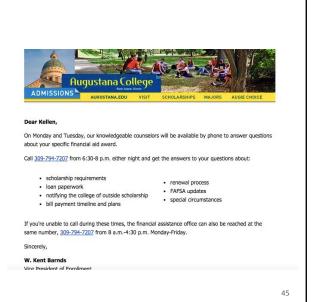








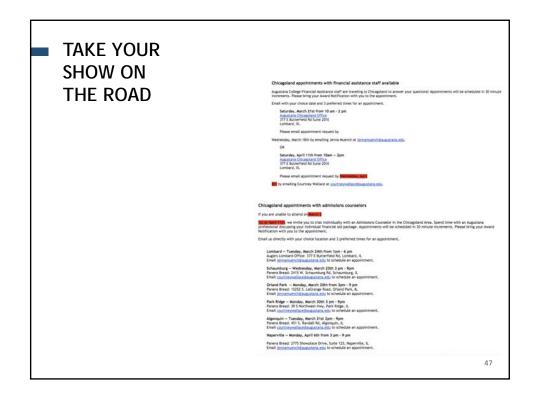
**MAKE IT EASY** FOR THEM TO **REACH YOU ON** THEIR TERMS AT THEIR TIMES



**TAKE YOUR FINANCIAL AID** STAFF ON THE **ROAD** 

> You've been admitted. You're ready to commit...but you're cor-parents to discuss your financial aid award. Chicagoland appointments with financial assistance staff available Augustana College Financial Assistance staff are traveling to Chicagoland to answer your que Thursday, March 20th from 4 pm — 8pm Augustana Chicagoland Office, Lombard, III.









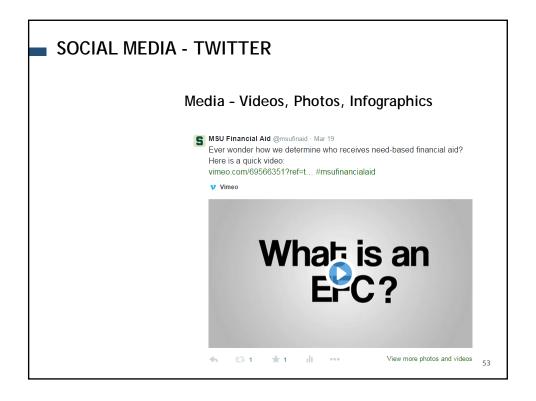
#### MSU: How We Communicate with Students

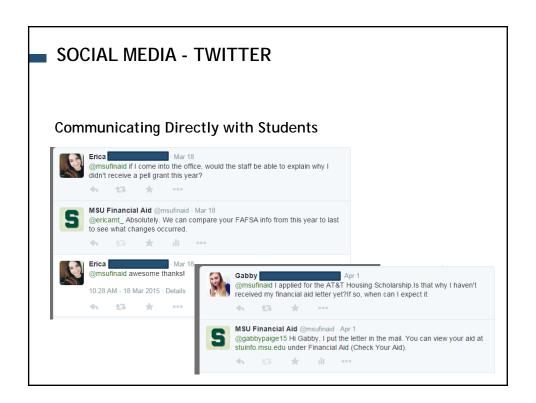
- Website
- Instructional Videos vimeo.com/channels/msufinaid
- Social Media
  - Twitter @msufinaid
  - Facebook MSU Office of Financial Aid
- Email/eMessaging
- Stulnfo (Student Portal)
- Challenges/Goals
  - What is the best tool for reaching students?
  - How can we encourage proactive action rather than reactive?
  - Can we reduce volume of general questions to have time for in-depth counseling?

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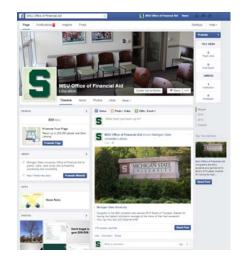








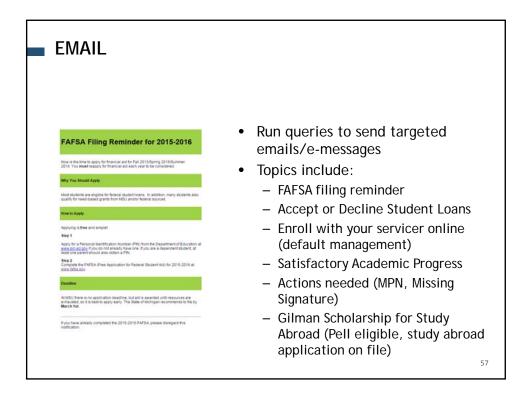
### SOCIAL MEDIA - FACEBOOK



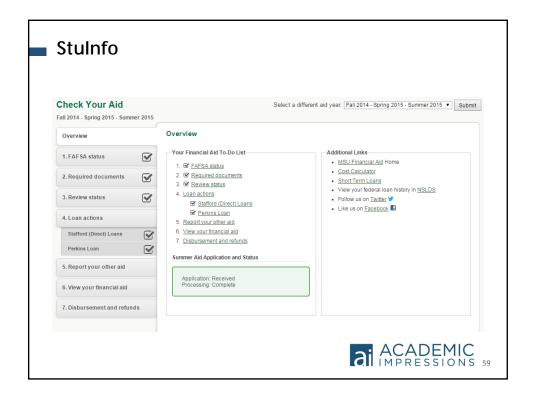
- Share events
- Financial Literacy Tips
- Post news articles
- Links to self-help resources
- Communicate deadlines
- Answer student questions





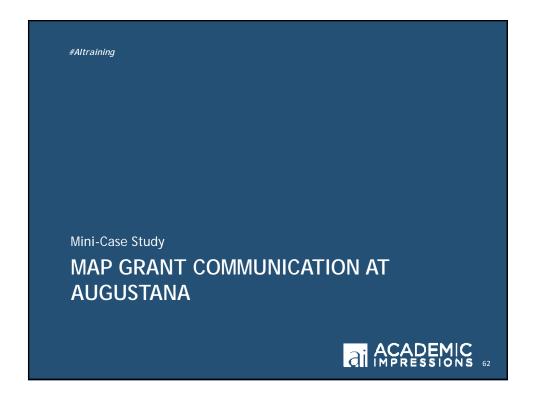






### **MEASUREMENT** Instructional Videos Vimeo.com analytic tools - How many views? - Which is most watched? Twitter – How many followers? - Top Tweets Facebook - How many likes? - Which posts have high reach and engagement? Email/eMessaging - eMessaging - can see how many were read StuInfo - Google Analytics 60



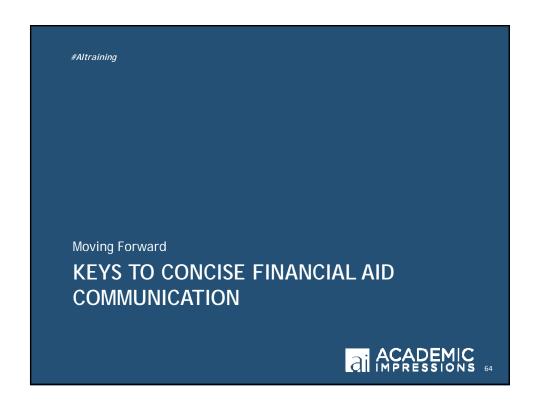


# URGENT MAP Grant Communication

Three days to suspension date for \$4,700 need-based grant requiring submission of FAFSA

- Email
- Letter
- Robocalls
  - o Current recipients
  - o Parents of current recipients
  - o Prospective students
- Personal phone calls





#### CAMPUS COLLABORATION

#### Get Involved

Find out what resources are available:

- Campus Branding/Marketing/Communications
- Student Groups MSU Financial 4.0
- Community Financial Literacy
- Join a listserv
- · Follow a blog



### CAMPUS COLLABORATION: TRAINING OTHER DEPARTMENTS

- Financial Aid 101
- What is considered "financial aid"?
- Impacts new student awards have on existing financial aid
- Options to assist students
- What type of payment is correct (fellowship, scholarship, payroll)?
- Maintaining Eligibility
- Tools for balancing your scholarship accounts
- Who to contact/Liaison List
- · For more info visit finaid.msu.edu

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### THE ROLE OF THE OFFICE OF ADMISSIONS

Must have the ability to:

- Explain which items are required to apply and why;
- Quickly and accurately calculate out-ofpocket costs;
- Identify "real cost" difference between institutions; and,
- Fully explain an award letter



### PRIOR-PRIOR YEAR

### Prior-Prior will change what we've done for years.

- New timetable for communications
- New production timetable for changes and planning
- · New timetable for establishing cost
- Need for sustained communication over a longer period of time
- More opportunity for counseling
- More "negotiation," over a longer period of time
- More "special circumstances" to consider
- A need to adapt to more nimble institutions who view this as an opportunity

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### **TAKEAWAYS**

- 1. Provide one-on-one counseling whenever possible and expand the circle of pros who can
- 2. Define terms with clarity
- 3. Develop a worksheet that clearly defines what a student pays
- 4. Develop resources and tools that allow students and families to understand your award letter
- 5. Host specific hours when students and families can call with questions and financial aid

Source: Hechinger Report, "College financial aid letters can get complicated, but are rarely trickery" (May 14, 2015)





### **TAKEAWAYS**

- 1. Keep It Simple
- 2. Provide Links to Fine Print to Minimize Text
- 3. Target populations rather than mass e-mail to all
- 4. Keep notifications to a minimum
- Use different media/visuals when appropriate (although think about accessibility and how it may load on other devices)
- 6. Use campus branding throughout



