



R2T4 Repayment Email Template

From Beatrice Mears <BMears@greenriver.edu>

Date Mon 2025-06-09 15:40

To Beth Hawes <BHawes@greenriver.edu>

Good afternoon (student name),

This email is to let you know changes have been made to your 24-25 financial aid.

Our records indicate that you earned a 0.0 GPA in (insert quarter) and did not earn any credit. Since you received a federal financial aid refund and no credit was earned, you now **owe \$(insert balance)**. For a complete explanation of this repayment policy, please see the Return of Title IV Policy on page 10 of the [Student Financial Aid Handbook 2024-25](#).

To pay off the balance: A cashier in student financials can let you know what your options are for making a payment. If payment or a payment plan is not arranged, student financials may block enrollment for future quarters. After a year of no payment, student financials will send the debt to a collections agency.

[Student Financials:](#)

Phone - 253-288-3399

Email - cashiers@greenriver.edu

To reduce the balance owing: If you had exceptional circumstances, you could try applying for a [Withdrawal-Refund Exception Request](#) through Office of the Registrar the which would help reduce the total balance owing if approved OR remove the 'W' from your transcript.

To receive future financial aid funds: If your [Satisfactory Academic Progress Appeal](#) is approved and you maintain [good academic standing](#), then you can receive future financial aid funding. Future funding can be used at your discretion to pay off any remaining balances.

For questions regarding your repayment, please respond to this email and I'd be happy to assist.
Thank you.

Take care,

Beatrice (she/hers)
Program Specialist III
Financial Aid