

# Financial Aid Renewal Instructions

Dear [Student's Name],

We hope this message finds you well. In order to renew your financial aid for the upcoming academic year, please follow the steps outlined below for online submission:

## Step-by-Step Instructions:

1. Log in to your student account at [University Website].
2. Navigate to the Financial Aid section.
3. Select "Renew Financial Aid" from the menu.
4. Complete the required financial information forms.
5. Upload any necessary supporting documents (tax returns, W-2 forms, etc.).
6. Review your submission for accuracy.
7. Click "Submit" to finalize your renewal application.

Make sure to complete your renewal by [Deadline Date] to ensure your eligibility for financial aid.

If you have any questions or need assistance, please contact our Financial Aid Office at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[University Name]

[Contact Information]