

LOG IT. KEEP IT.

if it isn't written down, it didn't happen.

Every call, email, and office visit about your money, your classes, or your records. Write down who said what, and when. When someone says “we never told you that,” you’ll have the receipt.

NAME	SCHOOL	STUDENT ID
<input type="text"/>	<input type="text"/>	<input type="text"/>

DATE	WHO (NAME / OFFICE)	HOW (EMAIL, CALL, IN PERSON)	WHAT THEY SAID / DECIDED	MY FOLLOW-UP + BY WHEN
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DATE	WHO (NAME / OFFICE)	HOW (EMAIL, CALL, IN PERSON)	WHAT THEY SAID / DECIDED	MY FOLLOW-UP + BY WHEN

GET A NAME

“The front desk said” won’t hold up. Ask who you’re talking to and write it down.

CONFIRM BY EMAIL

A hallway answer isn’t a decision. Ask them to put it in writing, or send the email below.

KEEP EVERYTHING

Screenshots, emails, portal messages, receipts. Save them in one folder with dates in the file names.

“PER OUR CONVERSATION” FOLLOW-UP EMAIL

EDIT ME

Use when: someone tells you something important out loud

Subject: Confirming our conversation - [Name], ID [number]

Hi [name],

Thank you for talking with me on [date]. To make sure I understood: you said [what they said / decided], and my next step is [step] by [date].

Please let me know if I got anything wrong.

Thank you,
[Your name] · Student ID [number]

Money questions? The Financial Aid Decoder Kit decodes your aid letter, finds your real price, and has appeal scripts for professional judgment and SAP. Etsy: DeconstructAcademia · deconstructingacademia.com