To Whom It May Concern:

 As of February 1, 2018, The Office of the Bursar has discontinued administering personalized letters for student account charges. The following documents have been suggested to use in place of this letter.

1. **Appendix A: Billing Statement-** This document is provided from the university to the student on a monthly basis to provide a statement of account charges.
2. **Appendix B: Unofficial Transcript or Enrollment Verification with Schedule-** The document will include the student’s name, University ID number, semester dates, enrollment status, course names and credit amounts.
3. **Appendix C:** **Tuition and Fees:** In the document, you will find a breakdown of the tuition cost per credit that the Robert H. Smith School of Business charges for Insert Program Name. This is the cost per credit. Each course that is worth more than 1 credit should be multiplied by the credit total. The link below can also provide additional tuition information.

<https://networth.rhsmith.umd.edu/smith/financial-information>

The following table serves as a guide to calculating the costs listed in Appendix A:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Billing Description | Course Credits | Charges | Credits | Notes |
| *Example* |  |  |  |  |  |
| *03/20/18* | *MBA Tuition NR**-Course A\** *-Course B\***-Course C\***- Course D\***- Course E\***-Course F\***Course G\**  | *14 credits (total)* | *$27,972* |  | NR= Non-Resident/Out-of-State Tuition |
| *03/20/18* | *Mandatory Fee* |  | *$810* |  |  |
| *03/26/18* | *Full-Time Association Fee* |  | $725 |  |  |
| *03/26/18* | *Unsub DL* |  |  | *$10,141* |  |

\*Please see Appendix B attached to this document for detailed information regarding course information for <insert semester i.e. Fall 2018>.

Sincerely,

Student’s Name

Student’s Signature