

To Whom It May Concern:

The University of Maryland College Park is unable to provide itemized billing documents by course since the university charges tuition per credit. 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 following table serves as a guide to calculating the costs listed in Appendix A:

Date	Billing Description	Course Credits	Charges	Credits	Notes
<i>Example</i>					
08/18/22	Online MSBA -Course A* -Course B* -Course C* - Course D*	8 credits (total)	\$13,288		
08/26/22	Financial Aid disbursement			\$10,141	
08/26/22	Scholarship			\$1,500	

\*Please see Appendix B attached to this document for detailed information regarding course information for <insert semester i.e. Fall 2022>.

Sincerely,

Student's Name

Student's Signature