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Decline Admission Letter to be sent to colleges

May 1st is D-Day - Decision Day. This day is the day high school seniors notify the colleges they have been accepted to that they will or will not be attending.

For the school that you choose to attend, send in the deposit and register for orientation. Choose the earliest registration date so you can get the classes that you want and need.

For the schools that you will not be attending send them a thank you note turning down your admission seat. This potentially opens up a slot for a student on the wait-list.

If you have made a decision where you will attend, send in your rejection notices to the other colleges as soon as possible.

Here is a sample letter. Short and to the point.

Dear Admission Department,

Thank you for considering me for admission, however as much as I love the school, I've decided not to attend and I wanted to let you know so you could open up my spot for another student.

Thank you again.

*Sincerely,
Jane Student*

Handwritten or typed out, preferably.

It is best to send this as a hard copy and not an email.