

Sample Underwriter Student Approval

Nan Jackson, Bursar  
Pensacola Junior College  
1000 College Blvd.  
Pensacola, FL 32504-8998

Dear Ms. Jackson:

**COMPANY NAME** requests to have the following student's **LIST OF WHAT COMPANY WANTS TO PAY** underwritten for **TERM**.

**NAMES** **000-00-0000**

Sincerely,

DESIGNATED PERSON

NOTE: This must be on your company letterhead.

**Provide the student(s) name(s) and social security number(s). Specify what the student is allowed to charge (i.e., course fees, application fees, ID card fees, books, and supplies). You may be as specific as you want. You may choose to pay for specific courses (list the course numbers, titles, and beginning dates), courses in a particular program, or you may set a dollar limit.**