

Follow Up

Been a minute email

Hey,

I just wanted to check in and say it was such a pleasure to read your application. I genuinely believe you would be a great fit at Belmont, and hope you feel at home here. If you need anything from me, please let me know.

Thanks,

Shannon O'Donnell

Post Coffee and Chat

Hey!

It was lovely meeting you today. I hope you feel like you know Belmont a bit more and can picture yourself as a student there. Please know I am here to walk alongside you throughout the entire admissions process, so if anything comes up that you want to ask or chat about, do not hesitate to reach out. I appreciated getting to know you a bit and hope to see you on campus soon!

I missed the webinar

Hello!

Yes, we will post the recording of the webinar series on the Belmont Bruin Family Den for families who were unable to attend live. It will be posted within a week!

Thank you,

Did not answer the phone (admit)

Hello!

I just called but couldn't leave a voicemail. I wanted to check in with you and see how you are feeling regarding your college process. I know decisions are being made this time of year, so if there is anything I can do to help you through this process, let me know! I truly believe you would be a great fit at Belmont and thoroughly enjoyed reading your application. If there is any information you need from me to make you feel more comfortable calling Belmont home, do not hesitate to reach out.

Best wishes,

Shannon O'Donnell

Campus Details

Visiting In Person

We offer campus visits weekly that provide an admissions perspective, campus tour, and academic session to hear about your major and tour the facilities. Accepted students are also able to request sitting in on a class when signing up for campus visits. Here is the link to register for your visit. We look forward to having you on campus!

https://apply.belmont.edu/portal/undergraduate_campus_visit

Thank you,

Admitted Student Options

Application Details

Only Missing Test Scores

Hi!

My name is Shannon O'Donnell, and I am an admissions counselor at Belmont University! I wanted to make sure you were aware that we are currently lacking your official SAT or ACT scores. As a reminder, Belmont University is test optional. If you prefer your application to be adjusted as test-optional, let me know, and we will be happy to edit this for you so that you can receive an admissions decision sooner. I'm so grateful you applied to BU and hope to see you on campus soon!

Thank you,

Email to Counselor about missing materials,

Hi! My name is Shannon O'Donnell, an admissions counselor at Belmont University! I wanted to be in contact regarding the status of the application for _____. We are currently lacking their _____. You are welcome to submit this via Naviance, Scoir, Clearinghouse, or Parchment, or this may be emailed to me.

Please let me know if you have any questions.

Thank you,

Fee Waiver

Thank you for reaching out! Here is our fee waiver policy:

Belmont will approve an application fee (\$50) waiver to qualifying students based on indicators of economic need. Students who qualify for free and reduced lunch, or those who qualify for an ACT/SAT waiver also qualify for our fee waiver. To request a fee waiver, you will need to fill out the [NACAC application fee waiver form](#) alongside your school counselor and submit it directly to me.

Thank you,

Withdraw of Application w/o details -Brooke Template

Thank you so much for giving us an update. We will take care of withdrawing your application.

Would you mind letting me know what led to your decision on the other college? We appreciate the feedback from our admitted students!

Thank you,

Withdraw of App with details

Hey,

Thank you for letting us know! We will take care of withdrawing your application.

I wish you the best of luck on your college journey!

Deferral Request

Hello,

I am so glad that you are interested in Belmont. We do not have a formal deferral process at Belmont. Instead, we go ahead and withdraw the application. When you are ready to attend Belmont, we will keep all your prior application information. No application fee or new essay to write. It is like a traditional deferral; we just do not have the option to 'technically' do one! Please note, we do not guarantee your scholarship award to be the same when you reapply, as they are awarded annually based on the incoming applicant pool.

Let me know if you have any questions!

Thanks,

Denied

Thanks for reaching out about your application. After reviewing all applications, we look closely at several things, including academic performance. For context, our average high school GPA is a 3.7 out of a 4.0 on core subjects. I know this can be disappointing, but please don't get discouraged!

Many students work on improving their grades and either reapply or consider transferring after a year or two of college elsewhere. If you'd like to chat about next steps or have any other questions, feel free to reach out. We're here to help however we can.

Denied and wanting to appeal

Hello,

I understand that this news may be disappointing, and we appreciate your effort in applying. However, there is an opportunity to appeal the admission decision, especially if there have been recent improvements in your academic record, such as an increase in your test scores or GPA. Below are the steps to initiate the appeal process:

1. **Submit Supporting Documents:** Send in official copies of any new and relevant information that can strengthen your appeal. This can include updated test scores or transcripts.
2. **Compose an Appeal Letter:** Write a formal and well-organized appeal letter addressing the admissions committee. In the letter, briefly explain the reasons for the initial denial and highlight the positive changes in your academic

profile since your application. Clearly state your desire to attend Belmont and why you believe you are now a stronger candidate.

3. **Submit Your Appeal:** Email me your appeal letter and send the official supporting documents to the admissions office.
4. **Follow-Up:** After submitting your appeal, patiently wait for a response from the admissions committee. If any additional information is needed, I will contact you.

If you have any questions or need further assistance, please do not hesitate to contact me.

We appreciate your understanding and wish you the best of luck in your appeal.

Scholarships

Did not get a Merit Scholarship: To student before January.

Thank you for your email and question about obtaining more scholarships. Unfortunately, you did not qualify for an academic merit-based award. If you have an updated ACT or SAT score that you can submit before February 1, we would be happy to see if this qualifies you for more scholarships. The committee is also happy to review an official fall transcript if it can arrive by February 1st. Please keep in mind that the increase in GPA will need to be significant during the fall semester for it to make an impact when averaged with the previous six semesters. Let me know if you plan to send an updated transcript so I can watch for it.

The best source of additional aid is to file the FAFSA, if you have not done so already. The priority deadline to submit the FAFSA is February 15th. Our first round of awards will be sent in March. Please let me know if you have any other questions.

Thank you,

Did not get a Merit Scholarship: To parent before January.

Thank you for your email and question about obtaining more scholarships. I just checked their file, and he/she did not qualify for a merit-based scholarship. However, departmental scholarships and financial aid will be going out in March! Our merit-based scholarships were extremely competitive this year, so I am deeply sorry about that. If you have an updated ACT or SAT score that you can submit before February 1, we would be happy to see if this qualifies you for more scholarships. The committee is also happy to review an official fall transcript if it can arrive by February 1st. Please keep in mind that the increase in GPA will need to be significant during the fall semester for it to make an impact when averaged with the previous six semesters. Let me know if you plan to send an updated transcript so I can watch for it.

The best source of additional aid is to file the FAFSA, if you have not done so already. The priority deadline to submit the FAFSA is February 15th. Our first round of awards will be sent in March.

I hope this helps! Let me know if you have any questions!

Thank you,

OPPORTUNITY FOR MORE MONEY w/o complete packet

First, congrats! I am so glad you are interested in Belmont. I completely understand where you are coming from and would absolutely love to help make Belmont a realistic choice for y'all! First, all financial aid packets will be sent out in March. This will contain both grants and loans to students (84% of our students receive financial aid of some

sort). Next, we do a look back process on merit scholarships. If you have an updated ACT or SAT score that you can submit before February 1, we would be happy to see if this qualifies you for more scholarships. The committee is also happy to review an official fall transcript if it can arrive by February 1st. Please keep in mind that the increase in GPA will need to be significant during the fall semester for it to make an impact when averaged with the previous six semesters. Let me know if you plan to send an updated transcript so I can watch for it. Our merit scholarships range from \$3,000-\$22,000, so if we were sent new test scores and/or first-semester grades, we would be able to see if that qualifies you for a higher merit scholarship. Lastly, departmental scholarships also have yet to be awarded. Those will be distributed to students through the program they plan to major in. I mentioned that and the financial aid to affirm that what you have now is not the final picture. However, there is still the opportunity to increase the current merit standing!

If you would like to schedule a time to talk, please feel free to set up an appointlet with the link in my signature. If not, I am around today and next week if you want to call!

Thank you,

More money request (Brooke- 1/23/25)

OPPORTUNITY FOR MORE MONEY-last hail Mary (lily's template)

First and foremost, congrats! I am so glad you are interested in Belmont. I completely understand where you are coming from and would absolutely love to help make Belmont a realistic choice for y'all! Here are some resources that may be helpful-

1. We encourage families to file the FAFSA to be considered for need-based aid, but it is not required! Financial aid packages are being sent out to families who have filed. This will give a clearer picture of the total cost.

<https://www.belmont.edu/sfs/aid/undergrad.html> We encourage families to wait until they receive their financial aid package before contacting Student Financial Services about additional aid: finaid@belmont.edu.

2. We are a private school and do not differentiate between our in-state and out-of-state students. Therefore, we encourage students to chat with their school counselors about local scholarships they recommend!

3. We also have a place for students to start looking here: <https://www.belmont.edu/sfs/scholarships/search.html>. If you received an outside scholarship, you could apply it to Belmont's cost. We recommend Scholarship America.com, Sallie.com and Fastweb.com as places to start!

4. Merit scholarships at Belmont are typically awarded around the average first-year profile (this year's average GPA was a 3.75, 27 ACT, 1240 SAT). Feel free to have your school counselor send us your updated transcript after this last semester – if your GPA increased last semester, the committee could take a second look at your file. The same goes for test scores! Just email us when you have it sent in from your school!

5. Some students consider being an RA starting their sophomore year to cover the room cost!

If you have questions, please tell me, and I would be happy to speak with you!

Thank you,

“When will I get my Financial Aid Packet?”

Hello!

Belmont University has a priority filing date of February 15th. Financial aid packages are being sent out to families who have filed. If you have completed your FAFSA by our priority filing date, you can expect to receive your financial aid packet from Belmont the first week of March. This will give a clearer picture of the total cost.

<https://www.belmont.edu/sfs/aid/undergrad.html> We encourage families to wait until they receive their financial aid package before contacting Student Financial Services about additional aid: finaid@belmont.edu.

Let me know if you have any questions in the meantime,

“I got more money from somewhere else.”

First, congrats! I am so glad you are interested in Belmont. I completely understand where you are coming from and would absolutely love to help make Belmont a realistic choice.

While I appreciate the information on the award offers from the other Universities, Belmont does not match scholarship or financial aid awards from other institutions. There are over 3,000 colleges and universities across the country, and each has unique and established practices for determining the best use of their resources, particularly when awarding scholarships and other forms of aid. That said, I have a few things that will be helpful resources to make Belmont possible.

1. We encourage families to file the FAFSA to be considered for need-based aid, but it is not required! Financial aid packages are being sent out to families who have filed. This will give a clearer picture of the total cost.

<https://www.belmont.edu/sfs/aid/undergrad.html> We encourage families to wait until they receive their financial aid package before contacting Student Financial Services about additional aid: finaid@belmont.edu.

2. We are a private school and do not differentiate between our in-state and out-of-state students. Therefore, we encourage students to chat with their school counselors about local scholarships they recommend! We also have a place for students to start looking here: <https://www.belmont.edu/sfs/scholarships/search.html>. If you received an outside scholarship, you could apply it to Belmont's cost. We recommend Scholarship America and Fastweb!

3. Merit scholarships at Belmont are typically awarded around the average first-year profile (this year's average GPA was a 3.75, 27 ACT, 1240 SAT). Feel free to submit your test score (or additional test scores) and we can see if the score will increase your merit scholarship. We must receive this by February 1st for it to be considered.

4. Some students consider being an RA starting their sophomore year to cover the room cost!

If you have questions, please tell me, and I would be happy to speak with you!

Did not get a higher scholarship with a look back:

Hey,

It looks like you, unfortunately, did not qualify for a merit scholarship increase with the look-back review. The scholarship committee cannot offer a change in your merit scholarship based on the grades received for your first semester. I am sincerely sorry about this. Please let me know if there is anything you need or any questions about this.

As a reminder, we are a private school and do not differentiate between our in-state and out-of-state students. Therefore, we encourage students to chat with their school counselors about local scholarships they recommend! We also have a place for students to start looking here: <https://www.belmont.edu/sfs/scholarships/search.html>. If you received an outside scholarship, you could apply it to Belmont's cost. We recommend Scholarship America and Fastweb! Additionally, some students consider being RA's starting their sophomore year to cover the cost of housing.

Thank you,

Clayton Template about money

Hi _____,

Thank you so much for your continued interest in Belmont! I completely understand that finances are a big part of your college selection, and I appreciate your advocating for yourself.

Belmont strives to offer the absolute best financial aid package we can offer from the beginning to ensure you take advantage of potential aid. Thus, we unfortunately cannot increase your financial aid package for next year. I would highly encourage you to apply for scholarships found online. We offer a [resource](#) to help locate some of the most popular. Additionally, consider other ways to pay for college by getting a job on campus or in Nashville next year.

I know Belmont is a great fit for you, and I hope you still consider us an option.

Hope to see you on campus next fall!

Room Grant (INCLUDE SAMPLE CONTRACT)

Subject: Invitation to Participate in Belmont's Room Grant Program

Dear [Student's Name],

I hope you're doing well! We are looking for students willing to showcase their dorm room for prospective students and families during our daily Residence Hall Tours for the 2025-2026 school year. If you've taken a campus tour before, you know how valuable it is for visitors to see a real student living space as they make their college decisions.

As a participant, you would receive a Room Grant of \$1000 per semester during your first year in exchange for keeping your room presentable and available for tours during designated times. Specific guidelines include:

The dorm room should always stay straight, clean & presentable.

Vacate your room during tour times:

- Monday-Friday: 9:30 AM – 11:00 AM
- October, November, February, March, and April: 2:30 PM – 3:15 PM (Monday-Friday afternoon tours).
- A few hours the afternoon of our 5 Saturday events (Preview Day and Be Belmont Day).

If you're interested or have any questions, please let me know by [deadline, if applicable]. I have attached a sample contract with more information. We would love to have you be part of this opportunity!

Looking forward to hearing from you.

Option 2

I have been notified that a \$2,000 room grant has recently become available that we would be happy to offer _____ for the 2025-2026 academic year. Students receiving a room grant are placed in a tour room shown during campus tours and on select Saturdays (our Saturday Preview Days and Be Belmont Day in the spring). A tour guide or residence life staff member would be in the room whenever it is being shown. Tours are typically from 11-12:30 every weekday. We'd ask you and your roommate to be out of your room at this time and have it presentable.

By Friday, we will need to know if ____ would like to accept the room grant.

Inform of Merit Increase

Hello!

Upon reviewing your file, the scholarship committee will increase your merit scholarship. You will now be receiving 3,000 annually. I am so grateful they increased your award; you deserve it! Please contact me with any questions about this change or about attending Belmont!

Hope to see you in the fall,

Post Deposit

How to Access Your Belmont Email:

Two days after a student submits their enrollment deposit, Microsoft will send the student an email to their personal email address with instructions on how to log in to their Belmont email account. Students can access their Belmont email account at www.office.com. Most student Belmont email addresses are formatted this way:

Jane.Doe@bruins.belmont.edu

If you cannot find the email from Microsoft or have questions regarding your Belmont email, please contact the Service Desk at servicedesk@belmont.edu or call 615-460-8888.

Steps to set up your my.belmont student portal.

- Once you have followed the above instructions to setup your Belmont email, you can use your email address and password to log into my.belmont student portal. You can login to my.belmont [here](#) and select the 'Take me to my account' button in the red box.
- If you encounter any problems setting up your account, please email servicedesk@belmont.edu.

Missed Orientation class registration

Hey!

Just left you a voicemail but wanted to email as well just to make sure I got a hold of you! We received your orientation registration form for Belmont, but it looks like you did not end up signing up for classes. I just wanted to check in and see if you were still planning on attending. If so, I would be happy to help you get set up to register for courses!

I was accepted, now what?

Hey,

Congratulations on your acceptance to Belmont! There are a couple things to keep in mind about next steps after receiving your admissions decision.

First, we have a phenomenal website, [New Bruins](#), that is a one stop shop of resources for admitted students. It has important deadlines, resources, and general information for incoming students. I would encourage you to check out this website!

Secondly, the true first step for students is to submit their enrollment deposit. Once a student does that, it allows them to set up their mybelmont account, belmont email, sign up for orientation (oriation@belmont.edu), and fill out their housing application (reslife@belmont.edu). If you have any questions about these steps please let me know and I would be happy to assist.