

# SCHOOL LOGO/LETTERHEAD

SAMPLE LETTER OF INSTITUTIONAL SUPPORT *(this letter must be on official school letterhead)*

Date

Dear Application Committee:

I am very pleased to write in support of APPLICANT NAME to enroll in The Leadership in Enrollment Management online certificate program through USC Rossier School of Education's Center for Enrollment, Research, Policy, and Practice (CERPP) for the 2017-2018 academic year. The program is 30 weeks in length, with three 10-week sessions over the span of an academic year.

By working together, CERPP and The Enrollment Management Association (EMA) are investing in programs to develop the professional skills and knowledge needed to maintain world-class standards in admission and enrollment management that will lead to the future sustainability of independent schools.

Following acceptance by USC and if a scholarship is awarded by EMA, SCHOOL NAME agrees to fund the remaining \$5,000 of tuition for APPLICANT NAME. In addition, we fully support the commitment for APPLICANT NAME to attend a seminar session hosted by USC's CERPP at the EMA Annual Conference both in the year their program begins and in the year following completion of the coursework.

Sincerely,

SCHOOL ADMINISTRATOR/TITLE