

Dear Sir/Madame:

Thank you for your interest in Florida Gateway College.

Please find enclosed the information you requested as well as other general information about FGC. Some of the advantages of attending FGC include:

- Diverse program/course offerings;
- Affordability;
- Availability of federal, state and institutional financial aid as well as veteran's benefits assistance (contact FGC VA rep – Amanda Luke at 386-754-4398 and/or e-mail at amanda.luke@fgc.edu).
- Qualified, caring staff and faculty with small class sizes;
- Distance Learning/Internet classes

I encourage you to review the materials enclosed while considering all the wonderful opportunities and programs that are available at Florida Gateway College. We would welcome the opportunity to provide you with a tour of our beautiful campus. Please contact staff in the admissions office at (386) 754-4246 to schedule a tour and/or if you have additional questions about FGC. You may also visit our web-site at www.fgc.edu.

Please be sure and note the new admission application deadlines under “Critical Dates”.

Thank you again for your interest in Florida Gateway College. I look forward to seeing you on campus and wish you the very best in your educational endeavors!

Sincerely,



Sandra R. Johnston, M.S.
Director of Enrollment Management

[Sample email to prospective students]

Good afternoon,

Thank you for your interest in Florida Gateway College. We are excited that you have decided to continue your education. Included below are the links to our admissions application, financial aid website, program degree tracks, as well as our academic calendar and college catalog.

Admissions Application/Programs of Study: <https://www.fgc.edu/apply-now/>

Financial Aid: <https://www.fgc.edu/new-students/financial-aid/apply-for-financial-aid/>

Program Degree Tracks: <https://www.fgc.edu/new-students/degree-tracks-2/>

Academic Calendar: <https://www.fgc.edu/calendar-deadlines/>

College Catalog: <http://catalog.fgc.edu/>

If you have any questions or would like more information on a particular program please feel free to contact us any time. If you are interested in exploring our campus, call the Office of Admissions to arrange a campus tour.

Once again thank you for your interest.

Liz Parks
Enrollment Specialist



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