March 2, 2022

«FirstName» «LastName»

«Address1»

«Address2»

«City»

Dear «FirstName»,

We have received your application for admission to Evergreen. Unfortunately we are unable to process your application based on the following information:

* You have an outstanding Adjudicator hold on your records. Please contact our Grievance Officer at 360-867-5113. Once resolved, please have the officer email me at overbeyb@evergreen.edu to let us know your hold has been lifted. We will process your application once we’ve received notification that your hold has been lifted.
1. Our records indicate an outstanding debt with the college. We will reactivate your application once the following steps are completed. The deadline for resolving this matter is «Date».

Step 1: Contact the Student Accounts Office immediately at 360-867-6447 to resolve this matter.

Step 2: Once resolved, request Student Accounts to notify us that your account has cleared. They should email Brenda Overbey at: overbeyb@evergreen.edu.

Sincerely,



Brenda Overbey

Credentials Evaluator

overbeyb@evergreen.edu

**REMINDER: All application materials (application fee or approved waiver, official transcripts, test scores, etc.) must arrive in the Admissions Office by 5:00 p.m. on February 1st, 2015, the file completion priority date for Fall 2015. However, we reserve the right to accept materials after the deadline, if space remains.**