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RGM Memo

Date December 9, 2013
To School Owners and Financial Aid Personnel
RE Follow-Up to RGM File Review Memo sent on November 22, 2013

Last Month we sent an RGM Memo asking schools if they would like to participate in a free service of reviewing some of your student files.

If you are interested in the free service, please send us an email indicating you are interested in participating. We will then contact you when we are ready to receive your files.

Three schools have sent us their files and we have found that we need the following types of files in order to provide you with a good assessment.

We need the **entire** student record using the following criteria:

1. One file on an active student,
2. One file on a withdrawn student
3. One file from a graduated student.

Make sure they are COPIES ONLY.

The files received will be destroyed after the review and we will send you a problem report.

Thank you,

Rafael