# Interagency Agreement Email Templates for Cost Share Agreement

## Email Subject: DVR/DSB new shared student participant

Dear (counselor),

(Student's name) just registered for classes at (college/university name) for (quarter) and is taking (#) credits.  (Student's first name) is currently approved for (insert covered services).  Assuming that (student's first name) maintains this same credit load for the remainder of the academic year, we will meet the $7,500 threshold for cost share approximately (insert date).

Attached is the estimated Cost Share Worksheet.

*[If this is for interpreting services and there are travel or prep expenses included, these need to be outlined in this email]*

In addition, (student's first name) is taking (name of course) that will require interpreter prep time.  *(Insert details of expense - 2 hours/week at $45/hour).*

In addition, (college/university) has difficulty finding interpreters due to our remote location; therefore, we must pay travel time in order to attract qualified interpreters.  *(Insert details of travel expense - 1 hour/day at $45 or mileage; explanation of the rationale for paying for travel may differ for each college/university)*

Please contact me with any questions.  Feel free to scan and return the signed Cost Share Worksheet with your approval back to this email address.

## Email Subject: DVR/DSB increase in cost share by 25% or more

Dear (counselor),

(Student's name) has had a change of academic plans (or other rationale to explain the change).  (Student's first name) has changed from attending part-time to attending full-time.  (Student's first name) is now registered for (#) credits (quarter).  This will change the Cost Share Worksheet estimate and it increases (DVR or DSB's) portion by more than 25%.

Attached is the revised estimated Cost Share Agreement.

Please contact me with any questions.  Feel free to scan and return the signed Cost Share Worksheet with your approval back to this email address.