

PROFESSIONAL EDUCATIONAL DEVELOPEMENT APPEAL

DIRECTIONS—This form is for expenses related to professional education development. It can be submitted once per semester. Your cost of attendance is adjusted to actual or projected tuition and fees as part of this process. One result could be a reduced overall cost of attendance, and therefore no additional financial aid would be offered.

Appeals are reviewed on an individual basis and approval is not guaranteed. We may contact you for further clarification via your University-sponsored email address. Additional aid eligibility is most often in the form of student loans.

An appeal is not needed for the following. Please email gradpro@umn.edu to request adjustments:

- If your program requires professional licensure, certification, or a first professional credential, these costs might already be built into your cost of attendance and this appeal would not be necessary.
- University-sponsored health insurance.
- Adjusting tuition and fees to actual if your charges in your student account are greater than our estimate of your cost of attendance.
- Adjusting your cost of attendance for actual federal student loan fees.
- Program fee that is charged to your university student account.

Please contact onestop@umn.edu for the following appeals:

- Computer purchase
- Food & Housing
- Child Care Expenses

Note: This form should be submitted two weeks before the end of the term in which funding is needed or when the professional development expense occurs. Submission must occur during a term of enrollment. You will be notified of the decision within 10 business days via your university student email account.

To ensure privacy online, open in **Adobe Reader (free at Adobe.com)**.

RETURN FORM:

ONLINE:

<http://z.umn.edu/upload-financial-aid-documents>

BY MAIL TO:

Office of Student Finance
160 Williamson Hall
231 Pillsbury Dr. SE
Minneapolis, MN 55455-0252

IN PERSON ON CAMPUS TO:

333 Robert H. Bruininks Hall

Questions?

Phone: 612-624-1111
TTY (hearing impaired): 612-626-0701
Email: onestop@umn.edu

SECTION A. Student information

Legal name (last, first, middle initial, required)	Preferred name (optional)
Phone (include area code)	University ID

SECTION B. Dean, professor, academic counselor information

Name of dean, professor, or academic counselor in your program of study who can confirm expenses

Email address of dean, professor, or academic counselor in your program of study who can confirm expenses

SECTION C. Expense information

Amount requested

Check the situation that best applies to you below and attach the required documentation.

- Transportation** — Attach copy of purchased airline receipts or an estimate of round-trip mileage if driving.
- Passport/visa** — Attach documentation showing cost of passport or visa if required for your trip.
- Hotel/meals** — Attach documentation showing length of conference or trip. University per diem rate limits apply.
- Other** — Attach documentation of expenses and how it is related to your program (e.g. instruments needed for your program).

To request copies of this form in an alternative format, please call the Disabilities Resource Center liaison at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator.



SECTION D. Personal statement

Describe briefly how this professional development experience complements your degree program.

SECTION E. Certification

You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.

Student signature

Date

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