

**PROFESSIONAL EDUCATIONAL DEVELOPMENT**

**Academic Year 2016-2017**

**DIRECTIONS** – If you have expenses related to conference travel or other professional developmental costs, you may submit this form by the deadlines noted below to have your budget reviewed and your financial aid eligibility re-evaluated. You will be notified of the decision within 15 business days via your University student email account. Expenses related to job interviewing or the purchase of business attire are not considered.

**Note:** This form must be submitted during the term the professional development experience occurs.

**Fall term 2016—December 2, 2016**  
**Spring term 2017—April 21, 2017**  
**May/summer 2017—July 21, 2017**

**RETURN FORM:**

**BY MAIL TO:**  
**Office of Student Finance**  
 200 Fraser Hall  
 106 Pleasant St. SE  
 Minneapolis, MN 55455

**IN PERSON ON CAMPUS TO:**  
 333 Robert H. Bruininks Hall  
 130 West Bank Skyway  
 130 Coffey Hall

**Questions?**

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

**Enrolled less than full time?** If yes, this appeal may not work in your favor. Actual enrollment will be used to calculate any additional loan eligibility.

To ensure privacy online, open in Adobe Reader (free at Adobe.com). Add the required signature(s) in blue or black ink.

| PART A. Student information   |               |                           |
|---|---------------|---------------------------|
| Name (last, first, middle initial)  | University ID | Phone (include area code) |
| Current mailing address (street, apartment or PO Box number, city, state, ZIP code, country)  |               |                           |
| PART B. Expenses  |               |                           |
| Check the situation below that applies to you and attach the required documentation.  |               |                           |
| <input type="checkbox"/> <b>Program fee</b> – No documentation necessary if the fee is charged to your University student account.  |               |                           |
| <input type="checkbox"/> <b>Transportation</b> – Attach copy of purchased airline receipts, or an estimate of round-trip mileage if driving.  |               |                           |
| <input type="checkbox"/> <b>Passport/visa</b> – Attach documentation showing cost of passport or visa, if required for your trip.   |               |                           |
| <input type="checkbox"/> <b>Hotel/meals</b> – Attach documentation showing length of conference or trip. University per diem rate limits apply.   |               |                           |
| PART C. Personal statement  |               |                           |
| Describe briefly how this professional development experience complements your degree program.  |               |                           |
| PART D. 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                      |



To request copies of this form in an alternative format, please call a Disability Resource Center liaison for financial aid at 612-625-9578. The University of Minnesota is an equal opportunity employer and educator. This form is printed on paper made from no less than 20 percent post-consumer waste.



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