

PROFESSIONAL EDUCATIONAL DEVELOPMENT

Academic Year 2018-2019

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 2018 - November 30, 2018
Spring 2019 - April 19, 2019
May summer 2019 - July 19, 2019

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"/> Program fee – No documentation necessary if the fee is charged to your University student account.		
<input type="checkbox"/> Transportation – Attach copy of purchased airline receipts, or an estimate of round-trip mileage if driving.		
<input type="checkbox"/> Passport/visa – Attach documentation showing cost of passport or visa, if required for your trip.		
<input type="checkbox"/> Hotel/meals – 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	

