

Date: _____

Office of Financial Aid
Student Services Building; 556 E. Circle Drive, Room 252; East Lansing, MI 48824
finaid@msu.edu

Financial Aid:

The following student, _____, _____ has been awarded a fellowship for \$_____ for the following semester(s) (please enter the amount per semester on the line(s) below):

Fall _____ Spring _____ Summer _____

The award has been provided to cover the following type of expense:

research travel tuition Other _____

This expense is essential for graduate students in our discipline as they pursue their professional goals. Because these funds are used for research and professional development opportunities above and beyond the basic costs of graduate school, I would like to request that the student's cost of attendance be increased.

Expense	Estimated Amount	Explanation of New Expense
Travel to XYZ Conference	\$500.00	Conference Registration fee = \$250. Travel and Lodging = \$250
TOTAL		

I understand this form is a request only. There is no guarantee that OFA will adjust the student's cost of attendance.

Sincerely,

Name of Department Administrator: _____

Department or College: _____

Email: _____