

Date: \_\_\_\_\_

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

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 emergency 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
<b>TOTAL</b>		

This student has federal or private student loans for the current school year.

Yes

No

Unknown

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: \_\_\_\_\_