RESIDENCY INTERVIEWS BUDGET ADJUSTMENT REQUEST

INFORMATION AND INSTRUCTIONS

Federal financial aid regulations authorize as a component of the Cost of Attendance (budget)

An allowance for the one-time direct costs of obtaining a first professional license or certificate for students who are enrolled in a program that requires such professional licensure or certification.

...[An] example of allowable costs [is], ...at the discretion of the school, costs incurred in traveling to a residency interview for a medical student. Under this provision, the costs must be incurred during (not after) a period of enrollment.... (Emphasis added.)


Note: $1,000 has already been included in the Cost of Attendance for Residency Interview Expenses.

ALLOWED RESIDENCY INTERVIEW EXPENSES

- Reasonable economy round-trip travel (air, train, ground transportation and/or automobile)
- Reasonable costs of lodging and meals. See the GSA link at the bottom of this form.
- ERAS Application fees
- NRMP Application fees

RESIDENCY INTERVIEW EXPENSES NOT ALLOWED

- Travel or meals for spouse, child anyone other than the student
- Lodging and meal costs that exceed the GSA rates
- First class airfare

WHEN TO REQUEST A RESIDENCY INTERVIEW EXPENSES BUDGET INCREASE

Request a budget increase to add residency interview costs:

1. As reimbursement of expenses after interview expenses are paid, OR

2. As an advance to pay anticipated interview expenses (with special circumstances)
HOW TO REQUEST **REIMBURSEMENT** AFTER INTERVIEW EXPENSES ARE PAID

Submit to the SOM Office of Student Financial Aid the following **required** documents:

1. Residency Interviews Budget Adjustment Request Form
2. All receipts associated with interviews and travel
3. ERAS Programs Applied To List

Documents will be reviewed and the approved reimbursement amount will be processed as a loan increase per the signed authorization on the Residency Interviews Budget Adjustment Request Form. $1,000 is already included in the Cost of Attendance and will be subtracted from the total amount approved.

HOW TO REQUEST **AN ADVANCE** FOR ANTICIPATED INTERVIEW EXPENSES

Submit to the SOM Office of Student Financial Aid the following **required** documents:

1. Residency Interviews Budget Adjustment Request Form
2. ERAS Programs Applied To List

Documents will be reviewed and an expense amount approved. Fifty percent (50%) of the approved amount will be processed as a loan increase. The remaining 50% of the approved funding will be disbursed or adjusted after the following documentation is submitted:

3. Receipts for all expenses associated with interviews and travel

**DISBURSEMENT/ADJUSTMENT PROCEDURES**

- $1,000 is already included in the Cost of Attendance and will be subtracted from the total amount approved.
- If the total amount of the receipts matches the amount of the advance that was approved, the remaining 50% of funds will be disbursed.
- If the total amount of the receipts is less than the amount that was advanced, the difference will be subtracted from the remaining 50% not yet disbursed.
- If no receipts are submitted, a financial aid hold will be placed on your student tuition account. The hold will not be released until receipts are submitted.

**TOOLS TO HELP YOU SUBMIT THE REQUIRED DOCUMENTATION:**

Hotel and Meal per diem rates by city and state: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)


Excel Template for Tracking Interview Expenses: [http://financialaid.med.wayne.edu/forms.php](http://financialaid.med.wayne.edu/forms.php)