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 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 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 an increase for residency expenses

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)

Requesting reimbursement after interview expenses are paid

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.

Requesting an advance for anticipated expenses

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 receipts for all expenses associated
with interviews and travel have been submitted.

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 with the required documentation

- Hotel and Meal per diem rates by city and state: www.gsa.gov/perdiem
- Excel Template for Tracking Interview Expenses: financialaid.med.wayne.edu/forms.php
# 2016-17 Budget Adjustment Request – Residency Interviews

**Student’s First Name**

**9-digit WSU Student ID #**

**Student’s Last Name**

**Phone Number**

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**Instructions**

Complete this form only if you are a WSU School of Medicine student in the final year of the MD program. **Notice:** Submitting this budget adjustment request does not guarantee additional financial aid funding.

- Carefully read the Residency Interviews Budget Adjustment Request Guide for Residency Expenses.
- Interview expenses must be incurred during (not after) your current period of enrollment.
- You must submit detailed documentation to verify the expenses. **Documentation must clearly show the dollar amounts paid/to-be paid and dates of the expenses/bills.**
- **ATTACH** a copy of each document named in the following checklist.

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**Checklist of items to be attached**

Place a checkmark beside each document that you attach to this form.

- **ERAS Programs Applied to List** showing the residency programs to which you have applied. It is located within the “Programs” tab after you log in to ERAS. Click the “programs applied to” link on the right. Print the document for attachment it to this form.

- **ERAS Payment receipt.**

- **National Residency Matching Program (NRMP) registration receipt.**

- **Completed Residency interview travel schedule template.** Download the document from the “Cost of Attendance” section on the forms page.

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**Affirmation and Confirmation**

I affirm that this increase is in lieu of seeking a private residency/relocation loan from an outside resource for the expenses listed above. I confirm that I have not requested and will not request such a loan while enrolled at Wayne State.

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<th>Student’s signature</th>
<th>Date</th>
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**Optional Authorization to Increase Federal Direct Unsubsidized Loans:**

If a budget adjustment is approved, I authorize WSU to process additional loan funds to the maximum amount possible. *(Note: Request a Grad PLUS loan increase at studentloans.gov.)*

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<th>Student’s signature</th>
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