MISR25

WAYNE STATE UNIVERSITY | Office of Student Financial Aid
The Welcome Center • 42 West Warren • P.O. Box 2340 • Detroit, MI 48202-0340 • Fax: 313-577-6648
studentservice@wayne.edu • wayne.edu/financial-aid • Check your aid status at academica.wayne.edu

2024-25 Budget Adjustment Request Guide for Residency Expenses

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 r**eceipts 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: gsa.gov/perdiem
Mileage Rates: irs.gov/tax-professionals/standard-mileage-rates
Excel Template for Tracking Interview Expenses: wayne.edu/financial-aid/medicine/forms

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2024-25 Budget Adjustment Request Guide for Residency Expenses

Student's First Name		WSU Student ID #	
Student's Last Name		Phone Number	

Submit this form and attachments before the processing deadline: Two weeks prior to the end of the semester. We cannot guarantee a change will be processed if submitted after the deadline. Loan increases must be accepted in the Financial Aid Portal while you are still enrolled.

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.

Checklist of items to be attached:

ATTACH a copy of each document indicated below:

- ☐ **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 attach 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.

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.

_____   _____
Student's signature   Date

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 or a loan increase at studentaid.gov.

_____   _____
Student's signature   (Signature must be handwritten with ink or stylus)   Date