

Residency Interviews/Away Rotations Budget Adjustment Request

Office of Student Financial Aid

Student Information

Name _____

R# _____

Use this form only if you are a School of Medicine or School of Dental Medicine student in the final year of your program. Costs must be incurred during (not after) your final year of enrollment.

All financial aid residency interview/away rotation budget adjustment requests must be submitted using this form. Please return form to the Office of Student Financial Aid in person at MSBII Rm 2C203 or by email (elp.financialaid@ttuhsc.edu).

- Submitting this request does not guarantee additional financial aid funding. Any adjustments will result in additional loan eligibility.
- You can only submit costs for yourself. We cannot reimburse for spouse and/or dependent travel.
- You must submit detailed documentation for the following to verify the interview and expenses. Attach the following for each interview site (Meals will not be reimbursed as meals are included in the cost of attendance):
 - Air Transportation – copy of flight receipt; baggage receipts
 - Ground Transportation: includes any of the following:
 - mileage – Printout from MapQuest or other reliable online source showing travel miles to and from destination; car rental – copy of receipt; fuel – copy of car fuel receipts; parking – copy of parking receipts
 - Lodging – copy of lodging receipts
 - Misc. Expenses – provide receipt for each item/expense
 - Residency Interviews/away-rotation invitation proof – Submit verification that an interview was scheduled or performed; must show scheduled date of interview (i.e. email or letter from facility inviting you to an interview).
- Label each receipt with corresponding interview site. Please group receipts together for each interview. Credit card statements are discouraged.
- If more space is needed, provide a separate page with student name & R#.

NOTE: We may require additional documentation, if needed.

Expenses Incurred

| Interview/rotation Location | Dates | Air Transportation | Ground Transportation | Lodging | Misc. Expenses |
|-------------------------------|-------------------|--|---|---------------------|-------------------|
| Example: University of LV, NV | 10/12/24-10/15/24 | American Airlines, baggage = \$407.96; | Uber to airport, car rental, parking = \$408.14 | LaQuinta = \$288.39 | App Fee = \$92.00 |
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| TOTAL COSTS | | | | | |

Certification

I certify that all of the information reported on this form is complete and correct.

Student Signature _____

Date _____