[Date]

Dear [First Name]:

Florida Association of Student Financial Aid Administrators (FASFAA) will be hosting its annual conference May 24 through May 27. This four day conference will allow me to keep abreast of the latest federal and state regulations governing the administration of financial aid. The landscape of financial aid is constantly changing. This can be credited with the creation of new rules and regulations, the continued changes to current ones, thus leading to the increase in potential audits. It is vital that the Financial Aid Department maintain its current knowledgebase and remain current with new changes in regulations. This allows the department to ensure compliance for our institution. I am proposing that I attend the conference in Bonita Springs, Florida.

The conference will provide valuable updated information on both federal and state student aid programs. It will also provide key information on implementing new changes to policies and procedures to effectively service our students. Session topics include but not limited to:

* Cash Management
* Professional Judgment
* Enrollment Management
* NSLDS Enrollment Reporting
* Customer Service
* Return of Title IV
* Default Prevention
* Financial Literacy
* Gainful Employment and many more.

This is a local conference reserved only for FASFAA members. Therefore, it is far less crowded than national conferences. This will allow for better interaction and learning/networking opportunities.

Costs associated with conference are as follows:

**Registration**

Full Conference Registration: $275 (Member) $305 (Non-Member: includes membership)

**Lodging**

Room Rate: Starting from $159.00, and good from 05/22/2016 to 05/29/2016

**Pre-conference workshop fees (Optional)**

Cash Management / Business Office Workshop $160

**NASFAA Credential Workshop (Optional)**

NASFAA Credential Workshop “Need Analysis: Federal and Institutional Methodology”

Monday May 23rd $50

NASFAA Credential Workshop “Professional Judgment”

Tuesday May 24th $50

NASFAA Credential Workshop - Both Monday 5/23 & Tuesday 5/24 $75

I am requesting to attend the conference and lodging for the following dates:

Total Cost = [COST]

For your convenience, you may review conference information online at <http://www.fasfaa.org/annual-conference> I am requesting your approval and support to attend the FASFAA Conference. Our Financial Aid Department, our institution, and most importantly, our students will benefit greatly from my attendance.

Thank you for your consideration,

[Your name]