



Date _____

Dear _____,

Florida Association of Student Financial Aid Administrators (FASFAA) will be hosting its annual conference May 30 through June 2, 2017. 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. This four day conference will allow me to keep abreast of the latest federal and state regulations governing the administration of financial aid.

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 Orlando, 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
- Enrollment Management
- NSLDS Enrollment Reporting
- Return of Title IV
- Default Prevention/Financial Literacy
- Verification
- **Special Comment Code 399**
- Clock Hour Special Topics
- Graduate/Professional Topics

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 05/27/2017 to 6/4/2017

Pre-conference Workshop (Optional)

Establishing Financial Literacy and Debt Management Efforts on Campus

Tuesday May 30th. \$50/Non-members will have to pay membership fee.

8:30 am – 11:30 am

NASFAA Credential Workshop (Optional)

NASFAA Credential Workshop “Consumer Information”

Tuesday May 30th: \$50 Members/Non-members will have to pay membership fee.

8:30 am – 11:30 am

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

Total 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,
