****

Date

Dear *[First Name]:*

Keeping up with the ever-changing laws and regulations that govern the Title IV student financial aid programs has become increasingly difficult to manage during COVID-19. With the budget battles in Congress and the increase in audits announced by the U.S. Department of Education, it is vital that financial aid professionals stay up-to-date and learn how to implement the numerous changes to the student aid programs so *[your institution]* remains in compliance. For these reasons, I am proposing that I attend the fall virtual conference of the North Carolina Association of Student Financial Aid Administrators (NCASFAA), being held Thursday, October 29 and Friday, October 30 via zoom platform.

The NCASFAA virtual conference will provide me with valuable, updated information on the student aid programs and, most importantly, how to implement any changes to better serve our students – a vital training and professional development opportunity that cannot be gained anywhere else.

I have identified several key session topics that I will have the opportunity to attend during the conference: *[visit ncasfaa.com/conference to select session topics from tentative agenda]*

Nearly 300 financial aid professionals attend NCASFAA’s fall conference each year to learn, network, and share best practices. In addition to my peers, I will have access to the U.S. Department of Education, where I can ask specific Title IV questions. The NCASFAA conference is more personal than the FSA conference and provides me better access to the Department of Education and experienced NCASFAA presenters. Also, networking with our colleagues is invaluable as we compare notes on solving issues.

The cost to send me to the conference is:

Registration: $100

Airfare:

Hotel:

Meals:

Membership: $25 (if not already a member)

Total Cost:

I hope you agree that the NCASFAA virtual conference is a good investment of time and resources that will benefit the financial aid office, (the institution name), and our students greatly.

Thank you for considering this request.

*[your name here]*