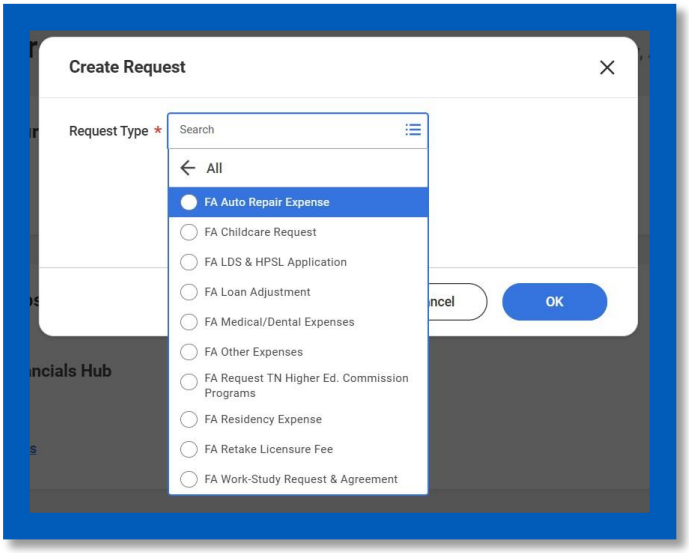
This job aid demonstrates to students how to submit financial aid-related requests such as loan adjustments, childcare requests, and medical/dental expenses. ***Request may look different on the Workday mobile app***

SUBMIT A FINANCIAL AID REQUEST

CREATE REQUEST

1. From the Workday Home page, in the Search, type in '**Create Request**.'
2. The '**Create Request'** prompt appears. *See list of eleven (11) request types on page 2*.
3. In the '**Request Type'** drop-down menu, select '**All'.**
4. Select the type of financial aid request you need to submit.



5. Select '**OK'.**
6. Read the description for each type of request.
7. Upload document(s).
8. Answer the appropriate questions for the request.
9. Complete electric signatures and authorizations.
10. Enter any relevant comments, if needed (not required).
11. Select '**Submit'.** Your request will be routed to Financial Aid for their review.
    a. Select '**Save for Later'** if you are **not** finished and need to come back to Submit. Workday will save your changes, and a '**My Task'** (Action Item) will be assigned to you as a reminder to **Submit**.

Note: You can also access the '**Create Request'** task by going to the **Menu** and selecting the '**Financials Hub'**. Then select '**Suggested Links'** and then select '**Create Request'**.

TYPES OF REQUESTS AVAILABLE TO STUDENTS:

1) ***FA Auto Repair Request*** - Budget increases are handled on a case-by-case basis and are granted at the discretion of the OFASM. These increases are typically funded with the Direct Graduate PLUS Loan and/or Private Loan. **Using this process, you can request COA increase for auto repair expense only ONCE per award year ($2,000 maximum)**. ***Standard maintenance is not considered for auto repair requests, i.e., tires, oil change, fluid flush/replacement(s), etc.***
2) ***FA Childcare Request*** **-** Budget increases are handled on a case-by-case basis and are granted at the discretion of the OFASM. These increases are typically funded with the Direct Graduate PLUS Loan and/or Private Loan**. Using this process, you can request a cost of attendance increase to cover childcare costs up to $9,846 per child per (up to 13 years old) year with proper documentation**.
3) ***FA LDS & HPSL Application*** - Application for Loans for Disadvantaged Students (LDS) and Health Professions Student Loan (HPSL). Student will need to submit ***Parent's prior year signed tax return.***
4) ***FA Loan Adjustment*** **-** This request is used to make an adjustment to the Unsubsidized Loan, Graduate Plus Loan, or Private Loan – **(decrease private loan only)**
5) ***FA Medical/Dental Expenses*** - Budget increases are handled on a case-by-case basis and are granted at the discretion of the OFASM. These increases are typically funded with the Direct Graduate PLUS Loan and/or Private Loan. Using this request, you can request a budget increase for Medical/Dental expenses incurred over $1,000 which is incurred during current academic year. ***The initial $1,000 is already included in your Cost of Attendance and will be deducted from supporting documentation***.
6) ***FA Other Expenses*** **-** Budget increases are handled on a case-by-case basis and are granted at the discretion of the OFASM. These increases are typically funded with the Direct Graduate PLUS Loan and/or Private Loan. Using this process, you can request a cost attendance increase to cover unexpected cost associated with Laptop purchase **($1,500 maximum one-time request)** or extension of award year to complete degree requirements **(School of Dentistry, only)**. ***No dental instrument replacement considered; please contact the SOD Dean of Student Affairs for replacement.***
7) ***FA Request TN Higher Education Commission (THEC) Program*** – all Medical and Dental students can complete the application for Tennessee Higher Education Program; ensure you complete all questions and submit required the documentation ***(for students who have resided continuously in Tennessee since birth)***
8) ***FA Residency Expense*** **-** Budget increases are handled on a case-by-case basis and are granted at the discretion of the OFASM. These increases are typically funded with the Direct Graduate PLUS Loan and/or Private Loan. Using this process, you can request an increase in COA for additional Residency costs associated with interview travel and accommodation for **School of Dentistry students only** (**any request over $3,000 will NOT be considered**).
9) ***FA Retake Licensure Fee*** **-** Budget increases are handled on a case-by-case basis and are granted at the discretion of the OFASM. These increases are typically funded with the Direct Graduate PLUS Loan and/or Private Loan. Using this process, you can request a cost of attendance increase to cover the retake of licensure exams **(only ONE retake per exam expense covered)**.
10) ***FA Work-Study Request and Agreement*** – Once awarded Federal Work-Study (FWS), students will be required to complete this request to be placed in a position.
11) ***FERPA Authorization FA & SF Account*** – Students can authorize third-party permissions (i.e. parents, spouse, or organizations) to receive their financial aid information.

No fraudulent or misrepresented requests will be considered and may be reported to the Professionalism Committee.