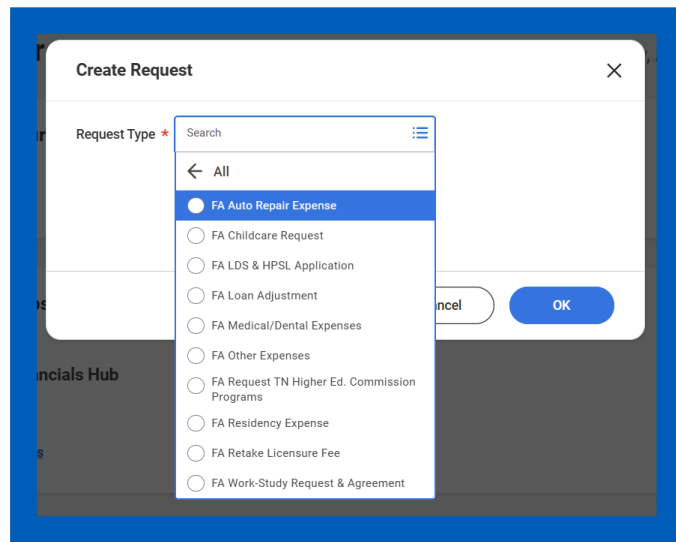


This job aid demonstrates to students how to submit financial aid-related requests such as loan adjustments, childcare requests, and medical/dental expenses.

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 ten (10) 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 IN FINANCIAL AID

- 1) **FA Auto Repair Request** - Budget increases are handled on a case-by-case basis and are granted at the discretion of the Office of Financial Aid. These increases are typically funded with the Direct Graduate PLUS Loan. **Using this process, you can request COA increase for auto repair expense only once per year.**
- 2) **FA Childcare Request** - Budget increases are handled on a case-by-case basis and are granted at the discretion of the Office of Financial Aid. These increases are typically funded with the Direct Graduate PLUS Loan. **Using this process, you can request a cost of attendance increase to cover childcare cost 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).
- 4) **FA Loan Adjustment** - This request is used to make an adjustment to the Federal Direct Loan and or Graduate Plus Loan.
- 5) **FA Medical/Dental Expenses** - Budget increases are handled on a case-by-case basis and are granted at the discretion of the Office of Financial Aid. These increases are typically funded with the Direct Graduate PLUS 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 Office of Financial Aid. These increases are typically funded with the Direct Graduate PLUS Loan. Using this process, you can request a cost of attendance increase to cover unexpected cost associated with laptop purchase or extension of award year to complete degree requirements (School of Dentistry, only).
- 7) **FA Request TN Higher Education Commission Programs** – Application for Tennessee Higher Education Programs, ensure you complete all questions and required documentation.
- 8) **FA Residency Expense** - Budget increases are handled on a case-by-case basis and are granted at the discretion of the Office of Financial Aid. These increases are typically funded with the Direct Graduate PLUS Loan. Using this process, you can request an increase in COA for additional Residency cost associated with interview travel and accommodations. **(any request under \$5,000 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 Office of Financial Aid. These increases are typically funded with the Direct Graduate PLUS Loan. Using this process, you can request a cost of attendance increase to cover the retake of licensure exams **(only 1 retake 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.