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. 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 annual meeting of the Virginia Association of Student Financial Aid Administrators (VASFAA), being held Sunday, May 5 through Wednesday, May 8,2019 in Norfolk, VA.

The VASFAA 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* [*www.vasfaa.org*](http://www.vasfaa.org/) *to select session topics from tentative agenda]*

Financial aid professionals from across the state of Virginia attend the VASFAA Annual 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 VASFAA conference is more personal than the FSA conference and provides me better access to the Department of Education and experienced VASFAA presenters. Also, networking with our colleagues is invaluable as we compare notes on solving issues that impact the students within the Commonwealth of Virginia.

The cost to send me to the conference is:

Registration: $275

Hotel: $ plus taxes per night; $... total

Meals:

Other Expenses:

Total Cost:

I hope you agree that the VASFAA 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]*