

# Tufts University School of Dental Medicine

## 2018-2019 Laptop Purchase Reimbursement Request

### INFORMATION ON ACCESSING FINANCIAL AID FUNDS FOR THE PURPOSES OF PURCHASING A LAPTOP

All students in attendance at TUSDM are required to possess a laptop that meets certain technical requirements in order to complete required exams and assignments. New (entering) students must have a laptop that meets published requirements (provided to students by the Office of Admissions in the spring before matriculation) prior to the start of new student orientation. If you need a new laptop, you are invited to complete this form and submit the requested documentation to your financial aid counselor for consideration. Realize that funding for the purchase of a laptop is provided through increased loan eligibility. For most students, this funding will be in the form of an additional Grad PLUS Loan.

**Please be aware that financial aid awarded for the purposes of purchasing a laptop is *always* offered as a reimbursement.** Federal regulations require that we document your purchase before providing the requested funding. Therefore, students requiring a new machine must purchase the laptop before requesting a budget increase from our office. You will be required to provide a copy of the purchase receipt with this form in order to receive reimbursement. Additionally, please be aware that if you are a new student submitting a budget increase request prior to the start of the fall semester, your laptop reimbursement will be included with your fall indirect cost refund. Requests submitted after the start of the academic year will be reviewed within ten business days.

**We currently allow students to receive up to \$1,800 from financial aid funds for the purchase of a laptop.** We cannot reimburse students for peripheral equipment (such as a printer or mouse) or software. The deadline to submit this form and the required purchase receipt is March 1, 2019. Reimbursement requests must be submitted within 30 days of the laptop's purchase.

**Continuing and returning students may not be eligible to receive reimbursement for the purchase of a laptop.** If you are not a first-year DMD or PG student, please contact your financial aid coordinator before purchasing a new laptop to verify your eligibility.

## Request for Laptop Reimbursement

### INSTRUCTIONS FOR COMPLETING THIS FORM

Complete the sections below. Attach a copy of your laptop purchase receipt to this document and submit to your financial aid coordinator.

### STUDENT INFORMATION

Student Name \_\_\_\_\_ SID \_\_\_\_\_

Program (check one):  D.M.D.  D.I.S.  PG E-Mail \_\_\_\_\_

### LAPTOP INFORMATION

Laptop Brand \_\_\_\_\_ Purchase Date \_\_\_\_\_ Purchase Amount \$ \_\_\_\_\_\*

**\*Attach purchase receipt to this form**

*By signing below I indicate that I have read this form in its entirety and understand all policies and procedures related to the laptop reimbursement process. I realize that I may be asked to sign a new Financial Aid Award Notification Letter to accept any additional loan funds that are offered to me as a result of this reimbursement request.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

For Financial Aid Office Use Only:

Request Received By \_\_\_\_\_ Budget Increase Approved \$ \_\_\_\_\_

Signature of Financial Aid Officer \_\_\_\_\_ Date \_\_\_\_\_