

2021-2022 BUDGET ADJUSTMENT REQUEST FORM

Name: _____

Student ID: _____

THIS IS A BRIEF OVERVIEW. FOR MORE INFORMATION, PLEASE READ THE COMPLETE BUDGET ADJUSTMENT POLICY ON OUR WEBSITE.

Budget adjustments are for special and unusual expenses that differentiate the student from other students. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis. Please allow ten to fifteen business days for the completion of the process upon receipt of all required supporting documentation. Budget Adjustments can only be made to cover costs incurred during the student's period of enrollment.

REQUIRED DOCUMENTATION TO BE SUBMITTED BY THE STUDENT:

- Budget Adjustment Request Form
- Room & Board: Copy of signed lease or monthly mortgage statement, 3 months of utility bills, and food cost estimate along with name and ages of all dependents. If you have dependents outside of immediate family members, proof of legal guardianship is required.
- Transportation: Car insurance bill, quote or receipt from auto repair or maintenance worker, or address for more than 44 mile round trip travel.
- Computer Expense: Purchase receipt, invoice, or quote.
- Dependent Care: Contract or statement from provider indicating the dependent's name and the amount paid per month.
- Medical/Dental/Optical services not covered by insurance: Copies of billing statements, cancelled checks, or written estimate from your physician.
- Moving Expenses: Copy of invoice/receipt for U-Haul, plane or train ticket, or addresses for mileage, copy of invoice/receipt for hotel/motel stays in the student's name.

Please indicate what type of adjustment and the adjustment amount you are requesting:

- Room and Board: \$ _____
- Fees: \$ _____
- Auto Repairs: \$ _____
- Car Insurance: \$ _____
- Car Mileage: \$ _____, To: _____ From: _____
- Dependent Care: \$ _____
- Computer Expense: \$ _____
- Medical/Dental/Optical Services: \$ _____
- Moving Expenses: \$ _____

Financial aid adjustment as a result of this Budget Adjustment Request:

- If an adjustment is processed, **I would like** for the federal student loans in my financial aid package to be automatically increased by the amount of the adjustment.
- If not, I am requesting the following amount: \$ _____.
- If an adjustment is processed, **I would like for my federal student loans to NOT** be automatically increased.

For Graduate Students Only:

- If this adjustment results in an increase to my Graduate PLUS Loan, I consent to the U.S. Department of Education and its agents obtaining a report of my credit record and using the information from that report in determining whether to make a Direct PLUS Loan to me. I understand that I will be notified in writing of the results of the credit check with respect to my loan application.

I have read and understand the entire budget adjustment policy published online. I acknowledge the information I am submitting is true, accurate and real. If I am found to have submitted false documentation, I understand it can result in financial aid penalties.

Student Signature: _____

Date: _____

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The Cost of Attendance (COA) or “student budget,” is the foundation of establishing financial need and in determining a student’s financial aid package. It sets a limit on the total aid that a student may receive for purposes of the Title IV federal student aid programs.

In compliance with federal regulations, the Office of Financial Aid and Scholarships has determined a cost of attendance that includes tuition and fees, books and supplies, housing, transportation, and miscellaneous expenses. While a budget adjustment request to increase cost of attendance beyond standard allowances, the decision to approve or deny the adjustment is guided by professional judgment and federal guidelines. A student’s total financial aid package, including scholarships, grants, other external resources, and federal student aid should not exceed the COA.

Budget adjustments are for special and unusual expenses that differentiate the student from other students. Submitting a request does not automatically ensure that your budget will be increased. Each submission is reviewed on a case-by-case basis. The Office of Financial Aid and Scholarships reserves the right to deny any and all budget increases. A denial of some or all future types of budget adjustment requests may be made on a blanket basis based upon a student’s individual circumstances.

Maximum Allowable Increases to the Standard Cost of Attendance:

Type of Allowance	Maximum Allowable Increase	Documentation Required
Room and Board	\$7,000/academic year	Copy of a signed lease or monthly mortgage statement, utility bill and/or food cost estimates. If food cost include dependents, the ages of the children will need to be provided.
Transportation	Case by case basis	Commuting expenses: Travel in excess of 44 miles or more round-trip will be considered or for fifth day travel
Car Repair Cost	\$3000/academic year	Quote or receipt of auto repair or maintenance work.
Car Insurance	\$200 per month	Copy of car insurance bill
Computer	\$1,800	Purchase receipt, invoice, or quote. You may request a budget increase for a computer purchase, upgrade, or repair once per academic year.
Child care for dependents under 12	\$680/month per child maximum per academic year	Child care/ Dependent Care Allowance Certification form, contract, or statement from provider indicating the dependent’s name(s), the parent’s name and amount paid per month per child.
Medical/Dental/ Optical services not covered by insurance	\$2,500/academic year	Medical or Dental Adjustment form, copies of billing statements, cancelled checks, or written estimate from your physician. Include documentation of insurance coverage indicating what portion of your bill(s) will not be covered.

Expenses Not Allowed in a Budget Adjustment:

There are many types of expenses incurred by students that are not necessarily part of a student’s allowable cost of attendance for financial aid purposes. The following expenses are not considered a necessary part of a student’s educational cost related to the pursuit of their degree and are therefore not allowed for consideration as part of a budget appeal:

- Prior year expenses;
- Security Deposits for Rental/Lease Agreements
- Credit card or other consumer debts;
- Job interview;
- Legal fees, bail, traffic or parking tickets, or fines;
- Pet care, unless for a service animal;
- Luxury items, such as premium cable service and internet;
- Loan repayment.
- Miscellaneous items such as; toiletries, laundry and cleaning, personal hygiene and grooming, mobile phone plans, recreation/entertainment, clothing.
- Preparatory exams or materials
- Car payments or purchase