

Budget Increase Request Form

Student Name: _____ T# _____

E-mail Address: _____ Phone: (____) _____

PLEASE READ THE FOLLOWING IMPORTANT INFORMATION REGARDING THIS FORM AND REQUIREMENTS FOR COMPLETING:

- The student budget is developed in accordance with Federal guidelines to allow for standard education-related expenses. (Note: The Office of Financial Aid is aware and understands that some students may have expenses that are higher than the standard budget).
- The Budget is designed to reflect a student's actual cost of attendance.
- All requests must be reasonable and the expenses must be:
 - Directly related to the student's education
 - Incurred during the current academic year
 - **Properly documented (original receipts, paid invoices, etc.)**
 - In accordance with Financial Aid Office Policy
- This request form is only a request and does not constitute an automatic approval for increase.
- If Budget Request is approved, this form is NOT an official request for any specific financial aid increase.
- **A SEPARATE STATEMENT** as to why you are requesting a budget increase **MUST BE ATTACHED** and specify the academic year for increase. Your statement **MUST BE SIGNED!!**

Specify Reason for Request (check all that apply):

Degree/Major Related

Major: _____

Extreme Car Repairs

(Regular maintenance excluded)

Computer/Printer Purchase

Study Abroad

Out-of-Pocket Paid Medical bills

Childcare Expenses

Other (specify and provide documentation) _____

I certify this information is accurate and in direct association to my educational expenses. I have read and understand this request does not mandate an approval.

Signature: _____ **Date:** _____

BUDGET INCREASE RUBRIC (*Office Use Only*)

Student Name: _____ T# _____

STUDENT'S ONE-TIME EDUCATION-RELATED EXPENSES

Expense Total One-time Cost

- 1. Major (*Health Sciences, Engineering, etc.*) \$ _____
- 2. Computer/Printer Purchase (*hardware, software*) \$ _____
- 3. Medical/Dental Care Out-of-pocket \$ _____
- 4. Extreme Car Repairs \$ _____
- 5. Study Abroad \$ _____
- 6. Childcare \$ _____
- 7. Loan fees not included in the Student Expense Budget \$ _____
- 8. Other _____ \$ _____

Total One-time Expenses incurred during Academic Year \$ _____

| | _____ <i>Approved</i> | _____ <i>Denied</i> |
|------------------------------|-----------------------|---------------------|
| <i>Total Budget Increase</i> | \$ | |
| <i>Signature:</i> | <i>Date:</i> | <i>ACD Yr.</i> |