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: ______________


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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 $________________

<table>
<thead>
<tr>
<th>Expense</th>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Budget Increase</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td>ACD Yr.</td>
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</tbody>
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