

# Budget Adjustment Request Form

## What Is A Budget Adjustment?

Each program has a calculated estimated Cost of Attendance which includes 5 components: Tuition/Fees, Books/Supplies, Room/Board, Transportation and Personal Miscellaneous expenses. When a student's **actual** expenses exceed the **estimated** expenses for a **specific component**, an increase in a student's budget **may** be processed; at the discretion of the Financial Aid Office; in order to meet a student's calculated unmet need. An approved budget adjustment typically results in a student's ability to **borrow** additional Federal Direct Loans or private loans.

## Am I Eligible for A Budget Adjustment?

We have included the **estimated** expenses for each component and respective program. If you believe your **actual** expenses exceed these estimates, we encourage you to gather your documentation and compare your costs with the estimates and complete this request to be considered for a budget adjustment. Our team of Financial Aid professionals are always available to assist you with budgeting techniques as well.

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## Before You Begin:

- ❖ The Financial Aid Office considers requests for amounts of at least \$250 and a maximum of 3 requests per academic year.
  - ❖ **Credit card payments** and **car payments** are **not** recognized components of a student's estimated Cost of Attendance and will not be considered for a budget adjustment.
  - ❖ The Financial Aid Office reviews each request on a case-by-case basis and allows 2-4 weeks to consider each one. You will be notified via e-mail of the outcome.
  - ❖ All required documentation **must** be in your name or have supporting documentation validating your association with the expense.
  - ❖ The Financial Aid Office reserves the right to request additional documentation to support a potential adjustment.
  - ❖ An approved budget adjustment typically results in a student's ability to **borrow** additional Federal Direct Loans. Upon approval, equal disbursements of Federal Direct Loans, occur over each semester; i.e. Fall/Spring or Fall/Spring/Summer (depending on program).
  - ❖ Our team of Financial Aid professionals are always available to assist you with budgeting techniques as well.
  - ❖ Expenses **must** have occurred during the current academic year in order to be considered for an adjustment.
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## Directions:

1. Gather supporting/required documentation as indicated by each component.
2. Complete the Budget Adjustment Request Form. Make sure to check **ALL** applicable boxes in the attached table.
3. Make copies of your completed request and documentation for your records.
4. Submit completed form with your supporting documentation to the Financial Aid Office via e-mail or in person at: **Suite 1213 Weiskotten Hall.**

**Affirmation and Authorization to Increase Federal Direct Loan(s):**

I understand that submitting a budget adjustment request does not guarantee an approval. I affirm that the information I have provided in this request is true and correct to the best of my knowledge. I further understand that it is my responsibility to provide any additional requested information by the Financial Aid Office.

In the event that my budget adjustment request is approved, I understand that it increases my **borrowing** capability and through my remaining Federal Direct Loan eligibility, I authorize the Office of Financial Aid to process additional Federal Direct Loan funds to the fullest value possible. **Please Note: It is the policy of the Financial Aid Office to exhaust Federal Direct Loans in the following order: 1. Federal Direct Subsidized Loan, 2. Federal Direct Unsubsidized Loan, 3. Federal Direct PLUS Loan, 4. Private Loan.**

**Student Name:** \_\_\_\_\_  
(Please PRINT name)

**ID:** \_\_\_\_\_

**Program/Year:** \_\_\_\_\_ / \_\_\_\_\_

**Academic Year:** 20 \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Check Special Circumstance:	Budgeted Amount	YOUR Cost:	Required Documentation:
<input type="checkbox"/> <b>Computer/Electronic Device Purchase</b> -a one-time purchase is allowed during a student's enrollment..	Not accounted for in Cost of Attendance. Not to exceed \$2,000	\$	A. Proof of Purchase
<input type="checkbox"/> <b>Dependent Care</b> -for timeframes you are in classes.	Not accounted for in Cost of Attendance	\$	A. Contact information for dependent care provider. B. Copy of Contract/Agreement; including billable amount and # of months dependent care is provided C. Proof of payment(s) D. Names, ages of dependents
<input type="checkbox"/> <b>Healthcare</b> -for the purchase of healthcare plan (if not estimated in Cost of Attendance); a/o necessary medical expenses not covered by insurance carrier; includes dental, optical, maintenance medication and co-pays.	Health Insurance estimated. for College of Medicine/PA/DPT Not accounted for in all other programs' Cost of Attendance	\$	A. Documentation of medical insurance to include the amount of your co-pays. B. Copies of receipts/bills that include the date of the office visit and procedure. C. If this is a recurring expense, a letter from your healthcare provider outlining the length of treatment.
<input type="checkbox"/> <b>Disability</b> -for disability related expenses not covered in estimated Cost of Attendance	Not accounted for in Cost of Attendance	\$	A. Documentation from healthcare provider outlining disability B. Explanation of disability related expenses. C. Copies of bills/receipts including date of purchase.
<input type="checkbox"/> <b>Clinical Site/Exam Transportation</b> - travel expenses for students in the Colleges of Health Professions and Nursing. and additional USMLE expenses	Transportation is included in all estimated Cost of Attendance. Amount will vary by program.	\$	A. Receipts/bills for travel. B. A statement of mileage and MapQuest/Google Maps report. C. Number of trips per week to the clinical site. D. If residing at the site, a receipt for rent or letter from the landlord.
<input type="checkbox"/> <b>Other</b> -for expenses either not covered in the estimated Cost of Attendance or exceeding the calculated estimate.	Varies	\$	A. Letter outlining cost(s) and supporting documentation including receipts/bills/estimates.

**Attach all supporting documentation to this completed request.**