

Financial Aid Budget Adjustment Request Form

Instructions: This form is used to request an increase to your Financial Aid Cost of Attendance (Budget) for documented educational expenses that exceed standard allowances. Complete all sections, attach the required supporting documentation, print the form, and submit it to the Financial Aid Office.

Section 1: Student Information

Student Full Name: Student ID Number:
Email Address: Phone Number:
Academic Year: Semester of Request:

Section 2: Budget Adjustment Categories

Please enter the requested increase amount for the applicable categories. You must submit receipts, bills, or other official documentation for each requested item.

Category of Expense	Reason for Request / Description of Documentation	Requested Monthly or One-Time Amount (\$)
Housing & Food (Rent/utilities exceeding standard budget)	<input type="text"/>	<input type="text"/>
Books & Supplies (Required costs exceeding standard allowance)	<input type="text"/>	<input type="text"/>
Transportation (Excessive commute or emergency vehicle repairs)	<input type="text"/>	<input type="text"/>
Dependent Care (Child care expenses incurred while attending class)	<input type="text"/>	<input type="text"/>
Computer Purchase (One-time allowance for computer purchase)	<input type="text"/>	<input type="text"/>
Other Expenses (Disability-related or other approved costs)	<input type="text"/>	<input type="text"/>
Total Requested Budget Increase:		<input type="text"/>

Section 3: Explanation of Special Circumstances

Provide a brief explanation of why your actual expenses exceed the standard Cost of Attendance:

Section 4: Student Certification and Signature

By signing below, I certify that all information and documentation submitted with this request are true and correct to the best of my knowledge. I understand that submitting this request does not guarantee an increase in my financial aid eligibility.

Student Signature (Sign after printing): Date:

Office Use Only

Reviewed By (Staff Name): Decision:

Approved Amount (\$): Date Processed: