



2015-2016 Budget Adjustment Request Form

Name _____ Student ID _____

Financial aid cost of attendance reflects a student's estimated educational expenses for a period of enrollment. Cost of attendance adjustments are considered for certain circumstances only and some restrictions apply. All decisions are FINAL.

- Submitting a budget adjustment request does not guarantee that a student will receive additional financial aid funding.
- In most cases, federal student loans or private loans are the only assistance available to cover budget adjustments. Additional aid will not automatically be applied to your student account. You may need to request additional aid.
- Adjustments will be considered only for cost incurred during the 2015-2016 academic year.
- Student account charges are not adjusted as a result of a budget adjustment.
- Only one budget adjustment request per semester will be considered. If approved, the amount may not be dollar-for-dollar.
- All budget adjustment requests MUST be submitted with documentation to verify the expense. Documentation MUST clearly show the dollar amount paid/to-be paid, date of the expense/bill, what the expense covers, and any other pertinent information related to the type of adjustment requested.
- Complete only the sections of this form that apply to your circumstances.
- Incomplete requests will result in a delay in processing time.

FOR OFFICE USE ONLY

____ Approved ____ Denied

Budget Adjustment Code _____ Amount _____ Semester _____

Budget Adjustment Code _____ Amount _____ Semester _____

Budget Adjustment Code _____ Amount _____ Semester _____

Text entered _____ Notice sent _____

Signature _____ Date _____

Indicate the situation(s) for which you are requesting a budget adjustment(s). Be sure to include the proper documentation.

Additional credits - credits in excess of 18 for undergraduate students or in excess of 16 for graduate students. A separate budget adjustment form is required for each semester once registration for that semester is completed.

Specify the semester and the total number of credits for which you are requesting the budget adjustment:

Summer 2015 _____ Fall 2015 _____ Spring 2016 _____

Mileage

Specify the semester for which you are requesting the budget adjustment:

Summer 2015 Fall 2015 Spring 2016

I commute from _____ to _____. The total round trip miles are _____. I commute _____ days per week (16 weeks per semester).

If you will commute for student teaching or clinical hours, please provide documentation from your department indicating the site of your work.

An adjustment for mileage will only be completed one time for the semester(s) designated. The annual cost of attendance already includes an estimated \$2,760 for students living off campus and with parents and \$920 for students living on campus for transportation costs for the academic year. When calculating the commuting adjustment, this amount will be deducted. Adjustments for commuting expenses are calculated using the current IRS mileage rate of .575 per mile. We will use the lesser of the calculated expenses and the anticipated expenses you report.

Computer expenses – Only one budget adjustment for a computer/laptop is permitted per academic career. Proof of purchase must be submitted with the request.

Books and supplies – The SSU Cost of Attendance includes an allowance for books/supplies of \$720 per semester. Receipts must be included with the request.

I certify that this information is correct and accurately reflects my extenuating education-related costs.

Student Signature _____ Date _____