



Budget Revision Request

Revised: 1/9/20

Student Name: \_\_\_\_\_ NSHE ID: \_\_\_\_\_

THIS FORM MUST BE SUBMITTED BEFORE APRIL 15 OF THE APPLICABLE ACADEMIC YEAR. All expenses must occur during the applicable academic year and be documented. Only expenses for the student can be considered (not spouse or family). In addition to the situations listed below, dependent students may submit documentation to request a budget increase if their expenses are more than the standard expenses accounted for in the Cost of Attendance. If your request is approved, your eligibility will be re-evaluated, which may or may not result in an increased financial aid offer.

For which academic year are you requesting a budget revision? (Example: "2020-2021") \_\_\_\_\_

SECTION 1: BUDGET REVISION TYPE

Mark the appropriate item(s) below and attach all required documentation.

Medical, dental, and/or eye care (independent students only). Paid medical/dental/eye care expenses for independent students that are not covered by insurance may be considered for emergency or essential services (not cosmetic or elective). If a dependent student has unusually high medical/dental/eye care expenses, the Special Circumstances form may be submitted for a re-evaluation of the parents' financial situation. Required documentation: a detailed letter of explanation that includes details regarding lack of insurance (if applicable), type of treatment(s), and the time frame; paid receipts and/or medical payment plan documents. - Total Cost: \_\_\_\_\_

Health Insurance. The cost of student health insurance may be considered a necessary expense, however supplemental insurances are not eligible for budget increases. Maximum funding cannot exceed the contracted school insurance rate. Required documentation: a copy of the policy premium. - In the Fall/Spring, are you employed as a Graduate Assistant? Yes No

Computer Purchase. The cost of purchasing a computer may be added to the student's budget only one time per academic career, and may not exceed \$2,000. Required documentation: an estimate on letterhead from retailer, a statement from company's web page, or a paid receipt.

Study Abroad (USAC). Only mandatory expenses will be considered. Required documentation: USAC Cost Sheet. - Specify Country: \_\_\_\_\_ - Semester/Year: \_\_\_\_\_ - Housing Option (select one): Homestay Dormitory Apartment

Living Expenses for Less-Than-Half-Time Enrollment. You must meet with an assistant director of financial aid before submitting a budget revision for less-than-half-time living expenses. Required documentation: mortgage/lease agreement or proof of on-campus housing arrangements, and a detailed statement explaining your reason(s) for this request.

Other. Required documentation: a detailed letter of explanation, receipts, mileage logs, and/or proof that expense is required for the student.

SECTION 2: CERTIFICATION

By signing below, I certify that the information on this form and all accompanying documentation is accurate and complete. I understand that an incomplete request will not be processed. Any false information may be cause for denial, reduction, and or immediate repayment of financial aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Approved Denied Amount: \$ \_\_\_\_\_ Notes: \_\_\_\_\_

FAO Initials: \_\_\_\_\_ Date: \_\_\_\_\_