



COST OF ATTENDANCE BUDGET INCREASE REQUEST FORM

The financial aid that you were offered is based on a standard cost of attendance (COA). Please review your COA on NetPartner before submitting your request for a budget increase to determine if costs have already been included. Be aware that we can only review **allowable educational expenses** for a budget increase. Also, if you are already receiving the annual maximum loan based on your grade level, there may not be any additional aid to offer you.

✓ **Attach a letter of explanation for requesting a budget increase and submit it along with this form.**

Student Name: _____ AC ID# _____

Budget Category (Complete items for which you are requesting an increase)	Student Cost (Indicate cost per month)	Documentation Required
Room and Board	\$	<ul style="list-style-type: none"> • Copy of lease or rental agreement • Copy of utility bills specifying your portion (if claiming this expense) • Copy of meal plan or accounting of monthly expenses
Books and Required Equipment/Supplies	\$	<ul style="list-style-type: none"> • Submit receipts for all purchases • Statement from instructor confirming required books, supplies, and/or equipment
Student Health Insurance Cost*	\$	<ul style="list-style-type: none"> • Copy of bill
Personal (child care, dependent living cost, etc.)	\$	<ul style="list-style-type: none"> • Receipts from babysitter or day care center • Receipt from service provider
Computer/Printer Purchase (\$2500 max allowance)	\$	<ul style="list-style-type: none"> • Receipt of purchase
Other Educational-Related Expenses	\$	<ul style="list-style-type: none"> • Itemization and documentation of expenses

Please allow 10 business days for processing. When a determination is made, you will be notified by the Financial Aid Office.

I certify that the information provided on this form is accurate.

Student Signature: _____

Date: _____

FOR FINANCIAL AID OFFICE USE ONLY:

- Approved**
 Denied

Denial Explanation:

Staff Signature: _____

Date: _____