



## **PART B: Request for Budget Adjustment**

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I am requesting the following adjustments to my financial aid budget. *Be sure to check all that you want to be considered with this request.*

1) Semester(s) Requesting Adjustment for: (check all that apply)     Fall     Spring     Summer

2) Category Requesting Adjustment(s) for:

- Books & Supplies     Room     Transportation     Childcare  
 Computer     Board     Personal     Other: \_\_\_\_\_

*Charges already on file with the Student Accounts Office for fees will automatically be reviewed.*

## **PART C: Information and Documentation**

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Write the name of each category you are requesting an adjustment for and provide the required information for each. You must indicate the dollar amounts (weekly/monthly) in each request and provide all supporting documentation.

Category 1: \_\_\_\_\_

Reason for request 1:

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Category 2: \_\_\_\_\_

Reason for request 2:

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Category 3: \_\_\_\_\_

Reason for request 3:

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*Attach additional sheets if necessary.*

## **PART D: Request for Additional Financial Aid**

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Increase my financial aid awards by this amount: \$\_\_\_\_\_ for these type of funds:

- Subsidized Loan     Unsubsidized Loan     Alternative Loan     Other: \_\_\_\_\_

## **PART E: Certify Request**

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I have provided realistic estimates where actual costs have not yet been incurred. My signature certifies that the above expenses directly relate to my educational needs. I understand that the approval of expenses is discretionary.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Local Phone Number

\_\_\_\_\_  
Date