

BUDGET ADJUSTMENT REQUEST 2009-2010

Student Name: _____ Banner ID: _____

Directions:

- 1) PART A: Read through each category of your financial aid budget in the table below carefully.
- 2) PART B: Check each area you are requesting a budget adjustment for.
- 3) PART C: Provide the appropriate information and documentation.
- 4) PART D: Indicate the amount and fund you would like your financial aid to be increased.
- 5) PART E: Sign certifying your request for this budget adjustment.
- 6) **All requests must be documented.** You only need to provide information and documentation for items that exceed your current financial aid budget amount. Failure to provide proper documentation will result in no processing of this form, it will be returned to you for completion.

PART A: Review your current financial aid budget.

Read through each item in your current financial aid budget below. For only the item(s) which you are spending more than your current budgeted amount, you can request an adjustment to your budget. A Financial Aid Advisor will review your request and make any necessary adjustments. An increase in your budget and/or financial aid is not guaranteed.

| BUDGET ITEM CATEGORY | REQUIRED DOCUMENTATION |
|--|---|
| Books & Supplies: \$475 per semester Expenses for all books and supplies. May include calculator, supplies, materials, memberships, subscriptions, exams required for certification, etc. | Attach proof of cost, such as receipts from the college bookstore. |
| Computer Expense: Up to \$1,000 Every PSU student is permitted to make a one-time request to have their budget increased to assist with the purchase of a personal computer. | Explanation of reason personal computer is needed. Attach a copy of the invoice/cost of the computer. |
| Room Rent Expense: \$2,750 per semester This includes cost of rent, utilities of heat, electric, gas, cable, internet, and phone. | Attach copy of lease, rent receipt, or utility bills. |
| Board Meal Expense: \$1,537 per semester This includes the cost of meals weekly based on the most popular campus meal plan. You may include additional food expenses due to dietary needs. | Provide amount of weekly or monthly grocery expense. |
| Transportation Expense: \$275 per semester Based on living within 5 miles of the campus for off-campus students. And, the cost of trips home each semester for students living on-campus. This cannot include campus parking fee or a car payment. | You may provide the weekly cost of gas if you live more than 5 miles from campus, receipts for car repairs and maintenance, and emergency trips home. |
| Personal Expense: \$550 per semester Miscellaneous recreational and health related expenses. Medical expenses not covered by insurance must be documented. | Must provide proof of more than budgeted expense. Non-cosmetic medical, dental, and eye care not covered by insurance. |
| Childcare Expense: <i>not automatically budgeted</i> | Day care costs of dependent children. |
| Other Educational Expenses: <i>not automatically budgeted</i> | Attach proof with explanation of amounts. |

PART B: Request for Budget Adjustment

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

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:

Category 2: _____

Reason for request 2:

Category 3: _____

Reason for request 3:

Attach additional sheets if necessary.

PART D: Request for Additional Financial Aid

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

- Subsidized Loan Unsubsidized Loan Alternative Loan Other: _____

PART E: Certify Request

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