**BUDGET ADJUSTMENT REQUEST 2012-2013**

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 this form being returned to you for completion.

**PART A: Review your current financial aid budget.**

Read through each item in your current financial aid budget below. You can request an adjustment only for the item(s) which you are spending more than your current budgeted amount. 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.

<table>
<thead>
<tr>
<th>BUDGET ITEM CATEGORY</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
</table>
| Computer Expense:                     | Up to $750  
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.  
Attach a copy of the invoice or cost of the computer. |
| Books & Supplies:                     | $550 per semester  
This includes expenses for all books and supplies: calculator, notebooks, pens, memberships, subscriptions, exams required for certification, etc.  
Attach proof of cost, such as receipts from the college bookstore or websites. |
| Room Rent Expense:                    | $3,100 per semester  
This includes cost of rent and utilities: heat and electricity.  
Attach copy of lease, rent receipt, or utility bills. |
| Board Meal Expense:                   | $1,925 per semester  
This includes the cost of meals. The amount is based upon the least expensive freshmen meal plan that provides 3 meals a day. Your request may include food expenses due to dietary needs.  
Attach proof of cost, such as receipts from the grocery stores. |
| Transportation Expense:               | $624 per semester  
This amount is based upon the cost of two-round trips home each semester for students living on-campus or within 5 miles of the 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:                     | $790 per semester  
This amount is based upon IRS standards for personal care products, housekeeping supplies, apparel, and miscellaneous items. Any request based upon non-cosmetic medical, dental, or eye expenses must not have been covered by insurance.  
Must provide proof of costs and that any non-cosmetic medical, dental, and eye care expenses were not covered by insurance. |
| Childcare Expense:                    | not automatically budgeted  
Day care costs of dependent children.  
Attach proof with explanation of amounts. |
| Other Educational Expenses:           | not automatically budgeted  
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 ___________________________