

MISBUD

2011 – 2012 BUDGET ADJUSTMENT FORM

Financial aid budgets reflect a student's estimated educational expenses, or cost of attendance, for a period of enrollment. Budget adjustments are considered for certain circumstances only and some restrictions apply. **Decisions of the Office of Student Financial Aid (OSFA) Appeals Committee are final.**

WSU ID# _____ Phone Number: () _____

Last Name _____ First Name: _____

Requirements and Instructions:

- 1. Submitting a budget adjustment does not guarantee that a student will receive additional financial aid funding.**
- Budgets reflect only the student's expenditures because the Federal Need Analysis formula has built in offsets and allowances for expenses of family members.
- In most cases, Federal Stafford loans or private loans are the only assistance offered to cover budget adjustments.

Note: There is a cap on the amount of Stafford loan funds students may borrow per year. Please refer to the Stafford loan chart at <http://finaid.wayne.edu/direct-loan.php#Annual> to review these limits. If you have already borrowed your maximum annual Stafford loan eligibility and a budget adjustment is approved, then options for additional loan funds are limited to borrowing an alternative loan or a PLUS loan, which are credit based loans. Requests to borrow an alternative loan or a PLUS loan require a separate loan application.
- Adjustments will be considered only for costs incurred during the 2011-12 academic year.
- Budget adjustments for a computer purchase will be limited to one request every three years. The policy allows for one computer purchase as an undergraduate and/or one computer purchase as a graduate or professional student.
- Only one budget adjustment request per semester will be considered, except in the case of emergency expenses. Adjustments for emergency one-time expenses which will be reviewed on a case-by-case basis.
- All budget adjustment requests must be submitted with documentation to verify the expense. Documentation must clearly show the dollar amount paid/to-be paid, date of the expense/bill, what the expense covers, and any other pertinent information related to the type of adjustment requested.
- Complete only the sections of this form that apply to your circumstances.

Incomplete appeals will result in a delay in processing time.

PLEASE CHECK THE BOX NEXT TO THE SITUATION THAT APPLIES TO YOU.

SPECIAL CIRCUMSTANCES	REQUIRED DOCUMENTS
<input type="checkbox"/> Computer Purchase – for educational purposes on or after June 2011.	<ul style="list-style-type: none"> • Copy of a purchase order, purchase receipts, or computer specs. • The following are examples of items that may be included in the request: <ul style="list-style-type: none"> ▪ Computer, monitor, or laptop, ▪ Printer, word processing software, or antivirus software ▪ PDA (document that a PDA is required for your program of study) • The maximum amount to be added to the COA is \$2000.
<input type="checkbox"/> Childcare Expenses – as a direct result of your attendance at WSU for the 2011-12 academic year.	<ul style="list-style-type: none"> • Name of agency/person, address, and contact number of childcare provider(s). • Amount paid (indicate if the amount is weekly or monthly). • Name of the child(ren), their ages, and number of months the childcare will be provided.
<input type="checkbox"/> Disability Expenses – only reasonably incurred expenses for which assistance is not provided by Vocational Rehabilitation or other sources will be considered.	<ul style="list-style-type: none"> • A written explanation of your disability and related expenses. • Copies of receipts/bills. • Indicate the amount of assistance being received or that will be received from outside sources/agencies.
<input type="checkbox"/> Auto Repair Costs – adjustments can be made for car repairs if the incident occurs during the 2011-12 academic year.	<ul style="list-style-type: none"> • Receipts/bills for the repairs. • If the repairs are due to collision, please provide a copy of documentation of your car insurance to include the amount of you deductible.
<input type="checkbox"/> Medical/Dental Expenses – for medically necessary procedures which are not covered by a health care provider.	<ul style="list-style-type: none"> • Documentation of medical insurance to include the amount of your co-pay, if you are currently covered. • Copies of receipts/bills which should include the date of the office visit or procedure.
<input type="checkbox"/> Additional Course-Related Expenses - costs associated directly to your enrollment in a class related to your program of study (i.e. equipment, additional books, supplies).	<ul style="list-style-type: none"> • Copy of the class syllabus. • Copies of receipts/bills related to this expense. • If the expense is not listed in the syllabus, a letter from the professor or Department Chair that states this is a required expense for the course.

Student Signature: _____ Date: _____

Authorization to Increase Stafford Loans:

In the event that a budget adjustment is approved, if the student has remaining Stafford loan eligibility, by signing this form, the student authorizes OSFA to process additional Stafford loan funds to the fullest value possible.

I acknowledge that by signing this form, I am authorizing the request for additional Stafford loan eligibility.

Student Signature: _____ Date: _____