

Cost of Attendance Budget Adjustment Request

2009-2010

Student's that have incurred expenses during 2009 and/or 2010 not accounted for in the standard cost of attendance budget may appeal for a budget adjustment on the basis of special circumstances. Adequate documentation must be provided to substantiate the request (HEA Sec. 479A(a)).

Expenses that may be included in your cost of attendance include:

- Tuition & Fees
- Room & Board (housing, utilities, food)
- Transportation (fuel, upkeep & repairs, insurance)
- Daycare
- One-time Computer Purchase
- Personal Expenses (personal care, entertainment, medical care (health insurance))
- *Consumer debts (i.e., credit card bills, automobile payments, etc) are generally not grounds for consideration as they are considered personal choices.*

Prior to submitting your request, please consider the following:

- By completing this form you are requesting an exception to the standard budget that determines the student cost of attendance for educational expenses.
- Any documentation requested is necessary and must be submitted for evaluation so that each request may be considered fairly and consistently.
- An approval does not necessarily mean that you will be eligible for federal financial aid.
- This is an appeal process and your case may be denied. If your request is denied, students may appeal to the Executive Director of Enrollment Management. This decision is final.
- If your request is approved we cannot guarantee approval of an identical case in future years.
- You may not re-appeal for the same academic year unless the decision is pending and you are asked to submit more information.

Instructions:

1. Provide the following details in a typed statement.
 - Description of expenses
 - Total amount of expenses
 - Explanation of hardship
2. Provide documentation of payments you have made. Receipts must be submitted prior to the release of any subsequent financial aid.

I certify that the information provided by me is true and complete to the best of my knowledge. I understand that if I receive financial aid based on incorrect information I will have to pay it back. I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

Student Name

Washburn ID

Student Signature

Date