

Cost of Attendance Budget Adjustment Request 2017-2018



Student Name

Washburn ID

Financial Aid Office
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The Financial Aid Office uses a standard Cost of Attendance (COA) for all students based on an estimated average cost of tuition and fees, books and supplies, room and board, transportation, personal expenses, and loan fees. The COA sets the limit on the maximum amount of financial aid a student may receive for the academic year.

For special circumstances, the Financial Aid Office may use their professional judgment on a case-by-case basis to adjust a student's COA. A Cost of Attendance adjustment may increase a student's Federal Direct Stafford Loan eligibility, if the maximum annual eligibility has not been used, or it may increase a student's Federal Direct PLUS or private loan eligibility.

Prior to submitting your request, please note:

- The costs for the special circumstance must be incurred between August 1, 2017 and May 12, 2018.
- Documentation is required to substantiate your request.
- Requests for budget adjustments must be within reason. Items and amounts that are not within reason will be removed from your budget adjustment.
- Requests for consumer debt will not be considered.
- Allow a minimum of ten working days for the completion of the process upon receipt of all documentation requested.
- 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.
- Any documentation requested is necessary and must be submitted for evaluation so that each request may be considered fairly and consistently.
- Requests for budget adjustment will be accepted **after** the fourth week of class.

Instructions:

1. Read the Cost of Attendance Budget Adjustment Guidelines on the back of this form. Check the appropriate boxes for which you are requesting an adjustment and provide the corresponding information needed for such requests.
2. Provide the following details in a typed statement
 - a. Description of expenses
 - b. Total amount of expenses
 - c. Explanation of hardship
3. Provide documentation of the expenses described and/or payments you have made. Proper documentation must be submitted prior to the release of any subsequent financial aid.
4. Sign-up for SALT at www.saltmoney.org/washburn and complete the following modules:
 - 1) Budgeting and 2) Credit and Debt Management and print proof of completion.SALT is a free service provided to all students at Washburn University. SALT is designed to educate students on personal financial issues and assist with loan repayment issues.

I certify that the information provided by me is true and complete to the best of my knowledge and in accordance with the guidelines provided to me. Failure to stay within these guidelines could result in a denial or reduction of my request. 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 Signature

Date

Cost of Attendance Budget Adjustment Guidelines

Washburn University's Financial Aid Office will consider the following special circumstances for a Cost of Attendance Budget Adjustment. Check the appropriate boxes for which you are requesting a budget adjustment and review the requirements to substantiate your request.

Increased Tuition and Fees

Washburn University uses the average full-time and part-time enrollment over the past three years to determine tuition and fees for Cost of Attendance. An increase to your tuition and fees budget component may be considered if you are enrolled in nursing, business, or online classes. If you are enrolled in traditional classes, an increase may be considered for the fall or spring semesters if your enrollment exceeds the average credit hours reflected below. If you are only requesting an adjustment for increased tuition and fees, attach a copy of your schedule and charges for the semester. A typed statement and completion of SALT modules are not necessary for this adjustment.

Student Level	Average Full-Time Enrollment	Average Part-Time Enrollment
Undergraduate	14	8
Graduate	11	6
Law	14	7

Books and Supplies

Washburn University's books and supplies component is \$500/semester for Undergraduate and Graduate students and \$900/semester for Law students. If your required books and supplies costs exceed this amount, attach a copy of your receipts showing purchase of the books or supplies. In addition, provide a copy of your class syllabus or Ichabod Shop statement verifying the requirement of these materials. A typed statement and completion of SALT modules are not necessary for this adjustment.

One-Time Computer Purchase

Washburn University will allow a one-time adjustment for the purchase of a computer to be used for academic purposes. You must provide a copy of your paid receipt for the direct cost of your computer. No additional expenses for equipment, software, warranty, or protective case will be considered. The approved increase will not exceed \$1,500. Students must be enrolled on a half-time basis (UG = 6+ hours, GR/Law = 5+ hours) to qualify for this adjustment.

Daycare for Dependents

Daycare expenses incurred during class time, study time, internships, etc. may be considered for dependents under the age of 13 that live with you. In your typed statement, provide a list of the children's names, ages, and cost for daycare per month. If you are married, also indicate the number of hours your spouse works per week, or their current college enrollment status to validate the necessity of your daycare expenses. You must document these expenses by providing a letter or statement from your childcare provider including their contact information, the names of your children for which they provide services, the hours of care per week, the amount charged, and any scholarships, subsidies, or other support you receive for daycare costs.

Transportation

Washburn University determines its transportation budget for individuals who live within a reasonable distance (50 miles) from the campus. If your commute exceeds 50 miles each way, in your typed statement, indicate the number of days you travel to campus each week and the year, make, and model of your vehicle. In addition, provide a copy of a bill or mail to document your current address.

If you are an off-campus student with no other means of transportation, adjustments may also be considered for unexpected, non-maintenance car repairs necessary to vehicle operation. Provide a copy of the car repairs completed and a receipt verifying payment has been made. The approved increase will not exceed \$2,000. Per federal regulations, transportation adjustments cannot apply to the purchase of a car.

Disability-Related Expenses

If you have on-going disability-related expenses which you pay out of pocket, indicate your circumstances and expenses in your typed statement. Include documentation to substantiate these expenses, such as a statement from your doctor, receipts, etc.