



**APPLICATION FOR STUDENT BUDGET ADJUSTMENT  
FINANCIAL AID OFFICE**

**Student Information:**

Last and First Name \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cellphone Number \_\_\_\_\_

Email \_\_\_\_\_

**Please fully read before completing.**

According to federal regulation, only expenses related to the education of students can be considered part of the student budget. These costs include an estimate of tuition charges, fees, housing expenses, miscellaneous, books, materials and transportation, among others.

If there is any exceptional circumstance, the student can complete and submit this form along with the evidence of the costs to be evaluated for additional assistance.

**Dependent care expenses** – This covers children care during periods in which the student is taking classes, studying and participating in academic activities. The amount paid cannot exceed \$300.00 and any benefit received to defray this cost will be deducted. In addition, *if the student is married, only half of the cost will be considered since it is assumed that the spouse pays for the other half.*

Do you receive any benefit for dependent care?		
Yes	No	Amount

Name	Age	Monthly Amount Paid
<b>Sub- Total</b>		
Enter the negative sign (-) before entering the amount. <b>Less: Received Benefits</b>		
Monthly Balance to Pay		
Enter the negative sign (-) before entering the amount. <b>Less: Spouse Share (if married)</b>		
<b>Total</b>		

**Professional Credentials** – it may be considered only once for students enrolled in eligible programs that require obtaining a license (Nursing, Pharmacy Technician, etc.) You can include the cost paid to take the exam and the application to obtain a license.

Program	Credential Type	Cost
<b>Total</b>		

**Expenses incurred by students with disabilities-** special services, personal assistance, transportation, equipment and materials that were not covered by another agency may be included.

**Acquisition of a computer** – If the student needs to buy a computer and/or program necessary to do the academic work, this cost may be added to the student budget once. An adjustment for the total cost or \$1,500.00 will be admitted, whichever is less. In order for this cost to be considered, the student must provide a copy of the evidence of the purchase or the estimated cost of the product (*a copy of the evidence of the purchase may be requested*).

Product	Cost
<b>Total</b>	

**Tuition Fees** – The student may request an adjustment to the budget if he is an undergraduate student and is taking more than 12 credits per period or if he is a graduate and is taking more than 6 credits per period.

Credit Amount in Payment Period	Payment Period	Amount in Excess
	-	
	-	
	-	
<b>Total</b>		

Others – Explain and provide evidence.

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*I certify that the information provided on this form is correct. I understand that providing false or erroneous information may result in penalties and in the immediate recovery of the aid received.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy

**FOR FINANCIAL AID OFFICE USE ONLY**

<b>FINAL DETERMINATION</b>	
<b>Approved</b>	<b>Denied (Briefly described the decision)</b>
<b>Reason:</b>	
_____ Name of the Financial Aid Director or Authorized Personnel <sup>1</sup>	_____ Signature of the Financial Aid Director or Authorized Personnel
_____ Date <small>mm/dd/yyyy</small>	

 **Copy of this document must be kept in the student's file.**

<sup>1</sup> Authorized personnel as determined by the Institutional Financial Aid Director.