

Budget Adjustment Request

Purpose: This form allows students to request a review of **educationally related** expenses that **exceed** SVC's standard Cost of Attendance (COA). The COA is an estimated budget established by the college and includes tuition & fees, books & supplies, living expenses, transportation, and personal expenses. We recognize that students may have educational expenses that exceed the standard COA. These requests are reviewed on a case-by-case basis and apply only to the current academic year. Approval of a budget adjustment does **not** guarantee additional financial aid.

Student Information

Student Name

ctLink ID

Email Address

Phone (Optional)

Request Type

Check each category you are requesting and attach the required documentation.

Tuition and Fees (Exceeding standard COA)

- Written explanation indicating the quarter in which your tuition and fees exceed standard COA and the reason for your request

Required Books and/or Supplies (Exceeding \$185 per quarter)

- Copies of receipts for purchases already made **or** a printed estimate for expected costs
- Class syllabus or other documentation showing required books and/or supplies
- Written explanation indicating the quarter and reason for your request

Childcare Expenses

- List the name and age of each child receiving care
- Indicate total out-of-pocket cost and frequency (weekly or monthly)
- Attach recent billing statements or receipts showing payments
- Written explanation indicating how these expenses are educationally related

Computer or Required Technology

- Receipt showing payment **or** written cost estimate
- Purchase must occur during enrollment period
- Written explanation indicating how these expenses are educationally related and attestation that the technology will be used for educational purposes only
- If the purchase is over \$1000, extenuating circumstances must be indicated in your statement.

Transportation Expenses

- Receipts or statements for insurance, repairs, or standard maintenance
- Gas costs: include miles traveled to/from campus, home, and/or employment
- Written explanation indicating how these expenses are educationally related

Other Educationally Related Expenses

- Written explanation detailing the expense, amount requested, and reason for the request.
- Supporting documentation, if applicable.

Written Statement (Required)

Please clearly explain:

- The reason for your request
- How the expense is directly related to your education
- The total amount requested
(Attach additional signed pages if needed.)

Signature

By signing and submitting this form, I agree that the information provided is complete and accurate.

Student Name

Student Signature

Date

SVC Financial Aid Office Use Only

ESK188

**Staff Initials
& Date:**