Cost of Attendance Budget Adjustment Request 2014-2015

Student Name __________________________ Washburn ID __________________________

Students with expenses that have incurred expenses during 2014-2015, 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)).

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.
- Requests for budget adjustments must be within reason. Items and amounts that are not within reason will be removed from your budget adjustment.
- 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.
- An approval does not necessarily mean that you will be eligible for federal financial aid.
- Requests for budget adjustment can be accepted after the fourth week of class

Instructions:
1. Provide the following details in a typed statement
   a. Description of expenses
   b. Total amount of expenses
   c. Explanation of hardship
2. Provide documentation of the expenses described above and/or payments you have made. Proper documentation must be submitted prior to the release of any subsequent financial aid.
3. Sign-up for SALT at www.saltmoney.org/washburn and complete the following modules: 1) Budgeting: Find More Money and 2) Credit Cards: Take Charge of Your Plastic 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

____________________________  __________________________
Student Name Washburn ID
Cost of Attendance Budget Adjustment Guidelines 2014-2015

Expenses that you may include in your cost of attendance budget adjustment request include:

- **Transportation** – Washburn University determines its transportation budget for individuals who live within a reasonable distance (50 miles) from the campus. Adjustments for transportation within this distance are not eligible for adjustments. Exceptions can be made for repairs but only if the repair is not considered normal maintenance and the cost and reason for the repair is within reasonable circumstances.

- **Personal Expenses** – Washburn University does allow for individuals to submit adjustments for personal expenses. These expenses should only be associated with the Washburn student and for a reasonable amount. Items and/or amounts considered excessive will be denied and/or reduced.

- **Room & Board** – Washburn University will only consider costs that directly impact the student as they attend Washburn University in their primary school residency. Students maintaining two households will only have their school residency considered. Element of the room & board budget item include; housing, utilities, and food. These expenses should only be associated with the Washburn student and for a reasonable amount. Items and/or amounts considered excessive will be denied and/or reduced.

- **One-Time Computer Purchases** – You must provide your receipt for the direct cost of your computer. No additional equipment, software, or protective case shall be considered.

- **Daycare for Dependents** – You must provide documentation of the cost of your dependent’s daycare expenses. Daycare for dependent will only be considered if no other means of supervision is possible.

- **SALT sign-up and Module** – This year, the Financial Aid Office is requiring all students who submit a budget adjustment request to sign up for SALT and complete two online modules at www.saltmoney.org/washburn. This counseling is required for each budget adjustment request made by the student. Failure to provide proof that the counseling was completed can result in a delay of processing or denial of a request.

- **Expenses determined to be unreasonable or unreasonably high** are not being considered erroneous for a student’s cost of attendance. It is considered unreasonable or unreasonably high for consideration in your cost of attendance to affect your eligibility for federal, state, institutional or private funds.