Budget Increase 2013-2014 Request Instructions

OVERVIEW:
An increase may be considered on an individual basis for certain expenses that are not covered within the standard student budget (normal living expenses such as rent and utilities are excluded). In most cases, loans are offered to meet the resulting financial need (if you have not reached your annual or lifetime loan limit). Budget increases are considered on a term-basis.

Submit completed requests to the Financial Aid Office. We may revise amounts or exclude certain expenses to meet regulatory requirements. Allow 3 weeks for processing. We will notify you via your My Sac State on the status of your request.

DOCUMENTATION REQUIREMENTS (no exceptions):
1. All requests must be accompanied by legible copies of supporting documents such as official receipts, estimates and/or insurance policies, unless otherwise noted
2. All documentation MUST be dated within the current academic year (09/03/13 – 05/16/2014):
   a. If applying for a fall budget increase, allowable expense must be dated within 09/03/13 – 12/20/13
   b. If applying for a spring budget increase, allowable expense must be dated within 01/27/14 – 05/16/14
3. All documentation must identify the student as purchaser by name and address and identify the business with its name, address, phone number, etc. All information requested must be provided on the estimate and/or official receipt (business cards will not be accept to identify place of business).

ALLOWABLE EXPENSES (expenses must have been paid for or will be paid for by the student):
- Safety-related (non-cosmetic) car repair expenses up to $2,000 for the vehicle used for transportation to and from school.
  - We will not accept requests for the same type of car repair for multiple years
  - Monthly car payments will not be considered
- Active car insurance premiums (not estimates) for the vehicle used for transportation to and from school. We can accept up to 9 months (September through May) or the covered period, whichever is shorter. Copy of current auto policy declaration page, not the billing invoice.
  - If the student is covered under their parent’s policy, a signed and dated letter from the parent is required to verify the student is responsible for his own monthly payments (provide amount), along with a copy of the parent’s active car insurance policy
- Current DMV vehicle license/registration fee for the vehicle used for transportation to and from school, which must be registered in the student’s name.
- Active health insurance premiums and/or medical, dental, or vision expenses up to $4,000 which are not covered by insurance.
  - The Department of Education computes an Income Protection Allowance (IPA) for each aid applicant. Medical expenses comprise 11% of the IPA. We must deduct 11% from the allowable medical expenses to determine the allowable amount (which may be lower than the amount of expenses submitted)
- Child care expenses up to $4,000 for your children under the age of 12 per academic year.
  - Attach the Supplemental Sheet for Child Care Expenses (required for each child)
  - Private schools will only be considered if documentation is provided that the child has special needs due to a disability
- A maximum of $1,500 for the purchase of a computer (e.g. desktop, laptop, tablets). This expense will only be allowed once during the student’s entire academic career.
- Commute in excess of 100 miles roundtrip per day. Attach a signed and dated statement detailing the address from where you commute, the number of travel days per semester, and the number of miles roundtrip.

ATTACH REQUIRED DOCUMENTATION WITH YOUR BUDGET INCREASE REQUEST.
Incomplete documentation will not be considered. All decisions are final.