An increase may be considered on an individual basis for certain expenses not covered in 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 eligibility remains. *Budget increases are considered on a semester-basis.*

Submit a completed application with required documentation 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 MySacState on the status of your request.

**ALLOWABLE EXPENSES** *(expenses must have been 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
  - The Department of Education computes an Income Protection Allowance (IPA) for each aid applicant. Transportation expenses comprise 9% of the IPA. We must deduct 9% from the allowable transportation expenses to determine the allowable amount (which may be lower than the amount of expenses submitted).
- 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.
- *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 *one-time purchase* of a computer (e.g. desktop, laptop, tablets). This expense will only be allowed once during the student's academic career.
- Education related expenses for your program of study. These cases will be reviewed on a case-by-case basis.

**All requests must be reasonable and the expenses must be:**

1. Directly related to the student’s education
2. Properly documented *(legible* copies of supporting documents and *official receipts, paid invoices, etc.*)
   a. Identify the student as the purchaser and identify the business with its name address and phone number *(business cards will not be accepted to identify place of business).*
3. Incurred during the current academic year *(8/31/15 – 5/13/16):
   a. If applying for a fall budget increase, allowable expense(s) must be dated within 8/31/15 – 12/11/15
   b. If applying for a spring budget increase, allowable expense(s) must be dated within 1/25/16 – 5/13/16

**ATTACH REQUIRED DOCUMENTATION WITH YOUR BUDGET INCREASE REQUEST.**

Incomplete documentation will not be considered. All decisions are final.
2015-2016 BUDGET INCREASE REQUEST

This form is only a request and does not constitute an automatic approval for increase.

☐ Check this box if the budget increase is to eliminate an over-award. I understand that if I am unable to provide documentation to support an increase in my budget to cover an over-award, I am still responsible for any and all remaining debt.

☐ Check this box if the budget increase is to award scholarship(s):
Scholarship Name(s)_______________________________________________________
I understand that if I am unable to provide documentation to support an increase in my budget to award a grant/scholarship, the remaining balance may require a reduction or cancellation of my loans and or grants.

☐ Check this box if you are requesting a loan increase. I understand that I am requesting a loan in the amount of the approved budget increase.

Check type of loan (select one):
_______ Federal Direct Stafford Loans
_______ Private Loan: You must have applied and have been approved for the private loan.

Attach documentation for each allowable expense below (see instructions). We may revise amounts or exclude certain expenses to meet regulatory requirements. Submit completed requests to the Financial Aid Office. Allow 3 weeks for processing.

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<th>ALLOWABLE EXPENSE</th>
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(Total a separate sheet of paper if needed)

TOTAL: ______________

Certification Statement

I hereby certify that all information on this form is accurate and complete to the best of my knowledge.

Student Signature: ____________________________________________________________