DIRECTIONS

If you have unusual student related expenses that are educational in nature and not taken into account in your standard budget, you may submit this form to have your budget reviewed and your financial aid eligibility re-evaluated. Submit the completed form with the required documentation by the deadlines listed below.

Fall term 2017—December 1, 2017
Spring term 2018—April 1, 2018
Summer term 2018—July 1, 2018

SECTION 1. Student Background

<table>
<thead>
<tr>
<th>Name (last, first, middle initial)</th>
<th>University ID #</th>
<th>Phone (include area code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address (street and apartment number, or P.O. box number, city, state, ZIP code)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION 2. Basis for appeal and supporting documentation

Check the situation below that applies to you and attach the required documentation, unless otherwise noted.

- **Tuition and fees** — No documentation required. Actual tuition and fees will be verified in your University student account.
- **Room and board** — Explain in Section 3 below the circumstances that cause your room and board costs to be higher than those in our standard budget. Attach a copy of your lease, letter from landlord (on letterhead), or canceled checks (not carbon copies).
- **Books and supplies** — Bookstore receipts
- **Computer purchase for educational use** — Computer and software receipt copies.
- **Transportation** — Write an explanation of why public transit systems do not meet your transportation needs (e.g., a car is needed to drive to an internship located in an area that is not serviced by buses during your hours of work.)
- **Child Care** — Students with dependents may appeal for a COA increase to cover expenses associated with child care during periods that include class time, study time, field work, internships and commuting time. The dependent should have been included in the student’s number in household on the 2017-18 FAFSA. Please submit copies of child care contract/agreement and canceled checks.

SECTION 3. Personal Statement

Please briefly describe your reasons for requesting a review of your budget. Attach a separate page, if necessary.

SECTION 4. Certification

You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of financial aid, whenever discovered.

Student’s Signature

Date