BUDGET INCREASE REQUEST FORM

Budget increases will be considered on an individual basis. The Financial Aid Office has the right to ask for additional documentation or deny any request that is made. Each student applying for an increase must be enrolled at least half time (6 credit hours for Undergraduates and 5 credit hours for Graduates), turn in a budget increase request form, and additional documentation.

_____ _____
First Name Last Name

_____ _____ _____
UIN Email and/or Phone Number Term

Circumstances that warrant such a request are as follows:

Child/Parent Care Expenses:

Written proof that dependent care occurs while student is attending classes or class related activity.
Written proof showing cost of dependent/parent care expense and proof that payment is being made.
(Only a percentage of costs will be allotted to the budget if approved.)

Computer Expenses (If required by program):

Written proof that the computer is required by the department.
A dated receipt showing payment for a computer (must be within four months of entering the program.)
The Financial Aid Office has the right to only increase budget to average price of a comparable computer required by program.

Health Insurance Expenses:

Written proof health insurance is required by program.
A dated receipt of written proof showing cost of health insurance, and written proof that payment has been made.

_____ _____
Student Signature Date

FOR FINANCIAL AID USE ONLY

1) Is the student making SAP?	Yes	No
2) Have all the requirements been fulfilled?	Yes	No
3) How many credit hours have been completed?		
4) Are there any relevant notes in RHACOMM?	Yes	No

STAFF SIGNATURE _____ DATE _____