



## BUDGET INCREASE REQUEST FORM

Student Name \_\_\_\_\_

Student ID/SSN \_\_\_\_\_

Please use this form to request increases to be made to your 2016-2017 Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. The following are allowable expenses for a budget increase:

- Books and Supplies
- Child Care
- Dental or Medical expenses
- Purchase of Computer
- Rent and Utilities

The current budget is based on full time attendance in an undergraduate program for nine (9) months. Next to the type of expense indicate the amount of expense for the year.

Type of Expense	Amount of Expense
Books and Supplies	
Child Care	
Medical/Dental	
Purchase of Computer	
Rent (Independent Students only)	
Utilities (Independent Students only)	
Other (Indicate type of expense)	

**Certification Statement:** I certify that all the information reported in this request is true and accurate to the best of my knowledge. I have also attached required documentation if required. I understand that falsifying information may lead to cancelation of my aid.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Type of Allowance	Maximum Amount	Required Documentation
Books and Supplies	Actual Cost	Submit copies of receipts verifying proof of purchase for all expenses, so we can calculate the amount in excess of the standard budget.
Child Care	Actual Cost	Submit a personalized contract or a letter from your child-care provider describing services offered and their costs. Also, please provide proof of payment (such as canceled checks or copies of receipts) for at least two consecutive months.
Medical/Dental	Actual Cost	Only student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. Please provide an explanation of your condition, an itemized statement verifying costs incurred via billing statement or letters from a physician AND proof of payment such as copies of receipts or cleared (canceled) checks (front and back copy). Estimates will not be accepted.
Purchase of Computer	Up to \$2000	This expense will be allowed only once during student's enrollment per degree at College of Mount Saint Vincent. Submit a copy of a receipt verifying proof of purchase for the computer.
Rent (Independent Students only)	Up to \$2300	A copy of the lease must be provided in the student's name. If lease isn't in student's name additional documentation will be required.
Utilities (Independent Students only)	Actual Cost	A copy of the actual expense is required.