



BUDGET /COST OF ATTENDANCE CHANGE REQUEST

First Name	Last Name	MI	ASU Campus ID
Email			Cell Phone Number

Term: Fall 20____ Spring 20____ Summer I 20____ Summer II 20____

Budget adjustments may be considered for educationally related expenses, or for expenses that may directly impact that student’s regular expenditures. Submission of request and documentation does not guarantee a Budget Increase Request will be warranted and processed. Grant money is not reserved for this or similar request(s). An increase in your Loan Eligibility may be the only result.

Check any of the following that apply to your expenses and submit all documentation (receipts, cancelled checks, account summary, etc.) Please note that receipts must be dated within the time of enrollment in the current academic year.

MEDICAL or DENTAL EXPENSES (Paid out of pocket – not covered or reimbursed by insurance)

Include receipts, EOBS, or statement showing amount due. Expenses that will be considered are the student’s expense for the current academic year.

REQUIRED CAR or HOME REPAIRS (Not covered or reimbursed by insurance)

Include documentation showing amount(s) paid for goods or services necessary for repairs. Required repairs are those that are necessary for the student to continue their educational program. *Standard maintenance expenses (oil change, lawn service, car payment, insurance payment, parking fines, etc.) are not considered.*

COMPUTER PURCHASE (May only be used ONE TIME in the entire academic program)

Include documentation showing amount(s) paid for purchase. Adjustments may be made for “reasonable” purchase (typically up to \$1500 unless additional documentation is provided showing necessity of other components for the program of study.)

ADDITIONAL EDUCATIONAL SUPPLIES and EQUIPMENT

Include documentation showing amount(s) paid for items. The standard cost of attendance includes an estimated amount for books and supplies. Amounts spent in excess of the budget amount will be considered. Examples can include additional books and supplies, required computer software, instruments necessary for program, travel for educational purposes etc. Documentation showing necessity of purchase may be requested.

DEPENDENT CARE EXPENSES (Daycare)

Expenses that will be considered are those that the student pays for childcare during the academic year. Only one student per household may request a budget change for child care expense. Letter must be provided on daycare letterhead and/or stamped by the daycare office.

OTHER-Please provide a separate detail statement of any expenditures not listed above.

By signing below, you certify the accuracy of the information provided on this form, and the documentation provided. Any additional information will be requested via your official ASU email address.

Student Signature: _____

Date: ____/____/____