



## 2017-18 Budget Adjustment Process

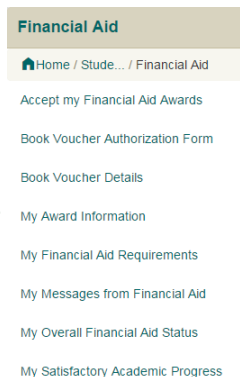
### Cost of attendance estimates

The estimated cost of attendance (budget) amount represents an estimate of the costs to attend WSU for an academic year. The budget components are *estimated averages* of [tuition, fees](#), books, supplies, living expenses, transportation costs and modest personal expenses.

### Review your current cost of attendance in Academica

1. Log-in to Academica at [academica.wayne.edu](http://academica.wayne.edu)

2. Select “**My Award Information**” to review your cost of attendance for the 2017-18 Award Year



4. Click the **Award Overview** tab to review your cost of attendance for the 2017-18 Award Year

| Need Calculation              |             | Cost of Attendance        |                    |
|-------------------------------|-------------|---------------------------|--------------------|
| Component                     | Amount      | Component                 | Amount             |
| Cost of Attendance            | \$21,664.00 | Books and Supplies        | \$1,100.00         |
| Estimated Family Contribution | \$0.00      | Living Expenses           | \$8,696.00         |
| Initial Need                  | \$21,664.00 | Personal and Other        | \$1,890.00         |
| Outside Resource              | \$0.00      | Tuition and Fees Estimate | \$9,978.00         |
| Need                          | \$21,664.00 | <b>Total:</b>             | <b>\$21,664.00</b> |

### Allowable budget adjustments

Our standard budgets are good faith estimates of education related expenses a student will have in an academic year.

Budgets may be adjusted to include the following:

- Dependent care directly related to attendance at WSU during class and study times
- Costs related to a disability
- One-time costs of computer purchase for educational purposes
- Costs incurred while enrolled, to obtain a professional license
- An allowance for reasonable costs directly related to your program of study

## Important Conditions of a Budget Adjustment Request

1. **The request for a budget adjustment does not guarantee an adjustment will be made.** Budget adjustment requests are reviewed by a financial aid administrator, within the context of federal financial aid regulations. **Your request may be denied.**
  - You are encouraged to speak with a Financial Aid Officer about your options.
2. Your tuition and fee costs will be adjusted automatically to reflect your actual charges. If you add a course after the last day for tuition cancellation you may request a review for an increase in your budget.
3. After your budget is adjusted, your aid eligibility might not change.
  - If you have been awarded the maximum amount and/or federal limit, your only be aid eligibility may be an additional PLUS Loan or private loan, which is subject to credit approval.
  - Apply for a PLUS loan or a PLUS loan increase online at [studentloans.gov](http://studentloans.gov).



## 2017-18 Budget Adjustment Request

|                             |  |                                 |  |
|-----------------------------|--|---------------------------------|--|
| <b>Student's First Name</b> |  | <b>9-digit WSU Student ID #</b> |  |
| <b>Student's Last Name</b>  |  | <b>Phone Number</b>             |  |

Submitting a budget adjustment request does not guarantee additional financial aid funding. **You must submit detailed documentation to verify the expense. Documentation must clearly show the dollar amount paid/to be paid and date of expense. Except in cases of emergency, you may submit only one budget adjustment request per semester/payment period.**

**Describe the reason for your request:**

| CHECK SPECIAL CIRCUMSTANCE   | SUBMIT REQUIRED DOCUMENTS (Write student ID on EACH)  |
|--|---|
| <input type="checkbox"/> <b>Computer purchase</b> – on or after June 2017. Generally, only one request as an undergraduate and one as a graduate will be considered. | <ul style="list-style-type: none"> <li>Copy of a purchase order, purchase receipts or computer specs. The following are examples of items that may be included: Computer, monitor or laptop, printer, word processing software, or antivirus software</li> </ul>  |
| <input type="checkbox"/> <b>Disability expenses</b> – Reasonably incurred expenses not paid by other sources.  | <ul style="list-style-type: none"> <li>Copies of receipts/bills. Indicate the amount of assistance being received or that will be received from outside sources/agencies</li> </ul>   |
| <input type="checkbox"/> <b>Auto repair costs</b> – Costs for repairs if the incident occurs in the 2017-18 academic year.   | <ul style="list-style-type: none"> <li>Detailed receipts/bills for the repairs</li> <li>If the repairs are due to collision, please provide a copy of your car insurance to include the amount of your deductible</li> </ul>  |
| <input type="checkbox"/> <b>Medical Expenses</b> – Medically necessary procedures not covered by insurance.  | <ul style="list-style-type: none"> <li>Documentation of medical insurance to include the amount of co-pay</li> <li>Copies of receipts/bills, which include the date of office visit/procedure</li> </ul>  |
| <input type="checkbox"/> <b>Additional course-related expenses</b> - Costs related to a class in your program, i.e. equipment, additional books, supplies.           | <ul style="list-style-type: none"> <li>Copy of the class syllabus or a letter from the professor or Department Chair that states this is a required expense for the course</li> <li>Copies of receipts/bills related to this expense</li> </ul>   |
| <input type="checkbox"/> <b>Direct costs of obtaining a first professional license</b> – Costs must be incurred while enrolled. One time/final year only.            | <ul style="list-style-type: none"> <li>Documentation that the cost is required for a license</li> <li>Copy of the receipts/bills of the expense, incurred while enrolled</li> <li>We cannot include prep study courses in your costs</li> </ul>   |
| <input type="checkbox"/> Actual tuition charges exceed budgeted amount   | <ul style="list-style-type: none"> <li>Check this box if you added a course after the last day for tuition cancellation.</li> </ul>   |
| <input type="checkbox"/> <b>Other</b> educationally-related expense  | <ul style="list-style-type: none"> <li>Submit an explanation of the need for required expenses directly related to your education. Attach proof of expenses that include the date of service within the current academic year.</li> <li>Dependent care expenses: complete the <a href="#">2017-18 Dependent Care Form</a>.</li> </ul> |

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Optional authorization to increase Federal Direct Subsidized and Unsubsidized loans:**  
 If a budget adjustment is approved, I authorize WSU to process additional loan funds for the maximum amount.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_