2018-19 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
2. Select “My Award Information” to review your cost of attendance for the 2018-19 Award Year

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.

4. Click the Award Overview tab to review your cost of attendance for the 2018-19 Award Year
2018-19 Budget Adjustment Request

Student’s First Name ___________________________ 9-digit WSU Student ID # __________
Student’s Last Name ___________________________ Phone Number __________________

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)

☐ Computer purchase – on or after June 2018.
   Generally, only one request as an undergraduate and one as a graduate will be considered.
   • 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.

☐ Disability expenses – Reasonably incurred expenses not paid by other sources.
   • Copies of receipts/bills. Indicate the amount of assistance being received or that will be received from outside sources/agencies.

☐ Auto repair costs – Costs for repairs if the incident occurs in the 2018-19 academic year.
   • Detailed receipts/bills for the repairs.
   • If the repairs are due to collision, please provide a copy of your car insurance to include the amount of your deductible.

☐ Medical Expenses – Medically necessary procedures not covered by insurance.
   • Documentation of medical insurance to include the amount of co-pay.
   • Copies of receipts/bills, which include the date of office visit/procedure.

☐ Additional course-related expenses - Costs related to a class in your program, i.e. equipment, additional books, or supplies.
   • Copy of the class syllabus or a letter from the professor or Department Chair that states this is a required expense for the course.
   • Copies of receipts/bills related to this expense.

☐ Direct costs of obtaining a first professional license – Costs must be incurred while enrolled. One time/final year only.
   • Documentation that the cost is required for a license.
   • Copy of the receipts/bills of the expense, incurred while enrolled.
   • We cannot include prep study courses in your costs.

☐ Actual tuition charges exceed budgeted amount.
   • Check this box if you added a course after the last day for tuition cancellation.

☐ Other educationally related expense.
   • 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.
   • Dependent care expenses: complete the 2018-19 Dependent Care Form.

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: __________________