



2022-23 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 the [Financial Aid Portal](#) in Academica.
2. Select “Award Offer” to review your cost of attendance.

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. **Federal loan high debt limit.** If your combined federal student loan debt – Subsidized, Unsubsidized, and Graduate PLUS loans – exceeds \$207,750, your budget adjustment request will be denied. The MD student debt limit is \$336,000.
3. 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.
4. 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 studentaid.gov.

Processing deadlines

Submit this form and attachments before the processing deadline:

Fall 2022-December 1, Winter 2023-April 1, Spring-June 1, Summer and Spring/Summer-August 1, MD students-two weeks prior to the end of the semester. Loans must be accepted in Academica while you are still enrolled for the semester.



2022-23 Budget Adjustment Request

Student's First Name		9-digit WSU Student ID #	
Student's Last Name		Phone Number	

Submitting a request does not guarantee additional funding. **You must submit a statement of explanation AND documentation that clearly shows the amount paid/to be paid and expense date. Except in cases of emergency, you may submit only one request per semester.**

Federal Student Loan Debt	You must enter your loan debt totals here	
<ul style="list-style-type: none"> To locate your federal loan debt amounts, visit studentaid.gov. Use your FAFSA FSA ID and password. If you combined federal student loan debt exceeds \$207,750, your request will be denied. (MD student debt limit: \$336,000.) 	Subsidized Total:	
	Unsubsidized Total:	
	Graduate PLUS Total:	
	Total Student Loan Debt:	
CHECK SPECIAL CIRCUMSTANCE	SUBMIT REQUIRED DOCUMENTS (Write student ID on EACH)	
<input type="checkbox"/> Computer purchase – on or after June 2022. Generally, only one request as an undergraduate and one as a graduate will be considered.	<ul style="list-style-type: none"> Statement of explanation Copy of a purchase order, purchase receipts or computer specs. Examples of items that may be included: Computer, monitor or laptop, printer.	
<input type="checkbox"/> Disability expenses – Reasonably incurred expenses not paid by other sources.	<ul style="list-style-type: none"> Statement of explanation Copies of receipts/bills. Indicate the amount of assistance being received or that will be received from outside sources/agencies. 	
<input type="checkbox"/> Auto repair costs – Costs for repairs if the incident occurs in the 2022-23 academic year.	<ul style="list-style-type: none"> Statement of explanation Detailed receipts/bills for the repairs. Note: If the repairs are due to collision, please provide a copy of your car insurance to include the amount of your deductible. 	
<input type="checkbox"/> Medical Expenses – Medically necessary procedures not covered by insurance.	<ul style="list-style-type: none"> Statement of explanation Documentation of medical insurance to include the amount of co-pay. Copies of receipts/bills, which include the date of office visit/procedure. 	
<input type="checkbox"/> Additional course-related expenses - Costs related to a class in your program, i.e. equipment, additional books, or supplies.	<ul style="list-style-type: none"> Statement of explanation 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 all receipts/bills related to this expense. 	
<input type="checkbox"/> Direct costs of obtaining a first professional license – Costs must be incurred while enrolled. One time/final year only.	<ul style="list-style-type: none"> Statement of explanation. We cannot include prep study courses in your costs. Documentation that the cost is required for a license. Copy of the receipts/bills of the expense, incurred while enrolled. 	
<input type="checkbox"/> Actual tuition charges exceed budgeted amount.	<ul style="list-style-type: none"> Statement of explanation Check this box if you added a course after the last day for tuition cancellation. 	
<input type="checkbox"/> Other educationally related expense. Note: If you have dependent care expenses: complete the 2022-23 Dependent Care Form .	<ul style="list-style-type: none"> Statement of explanation 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. 	

Student Signature: _____ **Date:** _____

(Signature must be handwritten with ink or stylus)

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. I understand loans must be accepted in Academica while I am still enrolled for the semester.

Student Signature: _____ Date: _____

