

## **BUDGET REVISION REQUEST INSTRUCTIONS**

### **(FOR ADDITIONAL EXPENSES)**

If you incur expenses during the current school year that will exceed the standard budget used by our office, you may complete this request. Our office will review your request to determine whether we can add the additional expenses to your student budget and if any additional financial aid can be awarded. Please note that not all expenses are allowable in determining your eligibility for aid, and additional aid is usually in the form of student loans.

**Be sure that the expense and the necessity for the expense are adequately documented. Please see guidelines below.**

#### **CHILD CARE:**

Child care costs that are incurred in order for you to prepare for and attend classes may be added to your budget. Complete the child care request section of the revision form, indicating if you have applied for child care assistance and if so, the name of the agency or source. Include the percentage of child care paid by any source/agency, and the number of children and their ages.

Generally, only licensed child care provided by non-relatives up to the monthly maximums established by the Child Care Coordinating Office are considered. If care is provided by a relative, indicate relationship, whether care is licensed, and reason for selecting this provider. If you are requesting an exception, please provide a complete explanation.

#### **ADDITIONAL TRANSPORTATION COSTS:**

Provide an estimate of your academic year transportation costs. Submit documentation of airfare (or other mode of travel) expenses. Federal law prohibits awarding federal student aid funds for car payments or vehicle repair.

#### **STUDY ABROAD/INTERNSHIP/EXCHANGE:**

Indicate the name of the program, the dates of participation and corresponding UW quarters; list all major expenses and provide documentation of your costs. For most UAF programs, budget costs are available from the Office of International Programs, 215 Eielson Building, 474-5327.

#### **BOOKS and SUPPLIES:**

Only expenses that exceed the standard books and supplies allowance for the academic year can be added to your cost of attendance. Submit photocopies of receipts for books and supplies, including thesis/dissertation-related expenses, purchased during the academic year. The receipts must show the date of purchase.

#### **COMPUTER:**

Loan funds may be awarded to cover the cost of the purchase of a computer, provided the computer will be used for educational purposes. Please keep the following in mind:

- Documentation of costs must be included with request.
- It is possible that you may have received the maximum loan amounts for the current year and additional loan funds may not be available. Please see a financial aid staff person who will review your loan eligibility before submitting this request.
- Computer labs are available on campus and we encourage you to use these facilities instead of borrowing a loan to purchase a computer. The UAF Computer Labs are maintained and upgraded with software to meet most students' needs including access to the Internet.
- The Financial Aid Office will recognize computer costs up to **\$1200** once in your academic career at the University. You may submit revisions for computer repairs and necessary upgrades as defined under the University's published recommendations for an adequate system. Printers, software and accessories can also be included if the total computer equipment costs do not exceed the **\$500** limit.



UNIVERSITY OF ALASKA FAIRBANKS  
FINANCIAL AID OFFICE  
107 EIELSON BUILDING, PO BOX 756360  
FAIRBANKS, AK 99775-6360  
(907) 474-7256 or 1-888-474-7256  
Fax Number: (907) 474-7065  
financialaid@uaf.edu

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**BUDGET REVISION REQUEST**  
(FOR ADDITIONAL EXPENSES)

Name: \_\_\_\_\_

UA Student ID (eight-digit): \_\_\_\_\_

I certify the information provided on this form is true and complete to the best of my knowledge:

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

This request is for:

☐

Day Care

☐

Books and Supplies

☐

Add'l Transportation Costs

☐

Computer

☐

Study Abroad/Exchange

☐

Other (attach  
explanation)

**1. Please itemize and total the requested expenses you would like our office to consider.**

Expense:

Amount:

_____
_____
_____
_____

_____
_____
_____
_____

**2. Child Care: I am requesting aid for the care of:**

Name of child/dependent

Age

Percentage of costs  
paid by source/agency

_____
_____
_____
_____

_____
_____
_____
_____

_____
_____
_____
_____

Did/will you seek other child care assistance?    Yes    No

If so, from what agency/source? \_\_\_\_\_

**3. Attach the appropriate documentation and return form to the UAF Financial Aid Office.**