



**• BUDGET ADJUSTMENT REQUEST •  
2020-2021**

**Financial Aid & Scholarships**  
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Student Last Name \_\_\_\_\_

First Name \_\_\_\_\_

MSU Billings ID \_\_\_\_\_

The standard budget or estimated cost of attendance (COA) includes the cost of books, supplies, travel, miscellaneous or personal expenses, and room and board. If you have documented, special circumstances that are over and above the standard budget, you may be able to have your cost of attendance budget increased. These requests will be reviewed on a case-by-case basis.

Please note: Increasing your budget does NOT give you more financial aid if you are at your limit; however, if you are eligible for more financial aid than what your budgeted cost of attendance is, then increasing your budget may be able to help you. If you are not sure where you stand, ask a financial aid counselor to check to see if increasing your budget would be of benefit to you.

**The standard budget information can be found at: [www.msubillings.edu/finaid/CostOfAttendance.htm](http://www.msubillings.edu/finaid/CostOfAttendance.htm)**

Expenses that may be considered for COA Adjustment
<ul style="list-style-type: none"> <li>• The cost of your tuition and fees</li> <li>• Rent and utilities or the cost of your university residence hall.</li> <li>• The cost of uninsured medical, dental, or optical expenses.</li> <li>• The cost of transportation (repair costs, maintenance, fuel)</li> <li>• Childcare expenses (please use Child Care Expense form)</li> <li>• The cost of special books and supplies.</li> <li>• Relocating expenses (entering student living off-campus only)</li> <li>• Grocery expenses (if exceeding the standard amount due to special diet dictated by medical or religious reasons)</li> <li>• Disability-related expenses</li> </ul>

Examples of expenses that will not be considered
<ul style="list-style-type: none"> <li>• Auto purchase or payments</li> <li>• Credit card or other consumer debt payment</li> <li>• Costs incurred outside of the current academic year</li> <li>• Child support</li> <li>• Veterinary costs, unless for a service animal</li> <li>• Legal fees, bail, traffic tickets, parking tickets, or fines</li> <li>• Luxury items, such as premium cable channels</li> <li>• Costs incurred by a family member or other people, including a spouse or a roommate</li> </ul>

Check Expense(s) You'd Like Reviewed		OFFICE USE ONLY	
Reason for Budget Adjustment	Estimate Monthly Amount of Expense	Amount listed in COA	New Amount
✓ Tuition and Fees			
Books & Supplies*			
Housing and Utilities*			
Transportation to and from School*			
Miscellaneous / Other*			
Computer (continue to page 2)*			
Tool Expenses (continue to page 2)*			

**\*Attach documentation that shows the date each cost was incurred, the amount you paid, and a brief description of each cost.**

**Request for Additional Funding**

Check one or more of the following:

- I request the maximum amount of Federal Student Loans.
- I request an additional \$ \_\_\_\_\_ in Federal Student Loans.
- I request an additional \$ \_\_\_\_\_ in Work-Study.
- Other types of aid (description/amount) \_\_\_\_\_

By signing below I certify that the information provided on this form is accurate. I understand that the Financial Aid Office might not fund the full amount of my request and if my expenses are less than originally budgeted this could negatively impact my award.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## TOOL EXPENSE REQUEST

Students may request additional financial aid for the purchase of required tools during their 1<sup>st</sup> semester of core program classes.

**Please read and initial the following. Please attach documentation of your tool expenses.**

\_\_\_\_\_ I understand that I can receive additional student aid funds for tools **one time** during my program.

\_\_\_\_\_ I understand that I may be asked to provide proof that I purchased tools after my funds are disbursed.

\_\_\_\_\_ I understand that any additional funds will be Subsidized Direct, Unsubsidized Direct, and/or an Alternative Loans

\$ \_\_\_\_\_ Amount I am requesting (*See estimated costs of tools below*)

**\* Please attach documentation of your tool costs \***

### Estimated Tool Costs

<u>Program</u>	<u>Estimated Tool Cost</u>
Auto Collision Repair & Refinishing	\$4400
Automotive Collision Repair	\$2200
Automotive Refinishing	\$2200
Automotive Technology (AAS)	\$3000
Automotive Technology (cert)	\$1500
Diesel Technology	\$3500
Metal Fabrication (AAS)	\$1100

## COMPUTER EXPENSE REQUEST

One time during their degree, students can request additional financial aid for the purchase of a computer and computer accessories.

**Please read and initial the following. Please attach documentation of your computer expenses.**

\_\_\_\_\_ I understand that I can receive additional student aid funds **one time** during my degree.

\_\_\_\_\_ I understand that I may be asked to provide proof of purchase after my funds are disbursed.

\_\_\_\_\_ I understand that any additional funds will be Subsidized, Unsubsidized, and/or an Alternative Loans.

\$ \_\_\_\_\_ Amount I am requesting (attach receipt of computer purchase or print-off of computer cost)