



UNIVERSITY OF ALASKA FAIRBANKS  
FINANCIAL AID OFFICE  
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FA PJBUDG

## BUDGET REVISION REQUEST

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Please see the instructions on the reverse of this form to determine what documentation you should submit.**

I am requesting a budget increase for the \_\_\_\_\_ academic year due to the following additional expenses (check all that apply):

- Childcare
- Transportation
- Study Abroad / National Student Exchange/ Internship
- Personal Computer
- Books and Supplies
- Other \_\_\_\_\_

I hereby certify that the information given for this budget revision request is true, correct, and complete to the best of my knowledge. I authorize the UAF Financial Aid Office to verify any information contained in this request.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**NOTE:** If you are requesting additional federal student loans, please verify with the financial aid office that you have remaining loan eligibility before completing this form. Completing this form does NOT guarantee financial aid.

## **INSTRUCTIONS:**

Each student receiving federal financial aid is assigned an estimated cost of attendance based on his/her residency, housing, degree level, and other factors. This cost of attendance, or budget, sets the maximum amount of financial aid (grants, scholarships, loans, etc.) that the student may receive. If a student has documented allowable educational expenses greater than the estimated budget, he or she may request a budget revision. If his/her budget is increased, the student then has “room” to receive additional financial aid (typically student loans or outside scholarships).

The following are common types of allowable expenses for a budget revision:

1. **CHILDCARE** – Childcare necessary for a student to attend and prepare for classes may be added to the budget. If the student receives childcare assistance or other reimbursement, only the portion paid by the student may be added to the budget.

Documentation: - A rate sheet, canceled check, or statement from the childcare provider detailing the **MONTHLY** cost of childcare.  
- A list of the children attending childcare and their ages.  
- The name of the agency or individual providing childcare.

2. **TRANSPORTATION** – Annual transportation costs beyond the amount already built in to a student’s cost of attendance may be added to the budget.

Documentation: - A sample itinerary showing roundtrip airfare to and from a student’s hometown. Flights must be priced at least one month in advance except in emergency circumstances.

3. **STUDY ABROAD / NATIONAL STUDENT EXCHANGE / INTERNSHIPS** – A student who participates in a UAF-sponsored study abroad or national student exchange program or an internship which earns credit toward his/her degree program may have associated costs added to his/her budget. Typical costs include airfare, program fees, room and board, etc.

Documentation: - A publication from your program detailing the costs. OIP/NSE has program costs for most UAF-sponsored programs.  
- A sample itinerary showing roundtrip airfare from Fairbanks or the student’s hometown to the program destination.

4. **PERSONAL COMPUTER** – The cost of purchasing a personal computer may be added to a student’s budget **ONE TIME ONLY**. The cost of the computer may not exceed \$1200 and the cost of peripherals (printer, software, etc.) may not exceed \$500.

Documentation: - A receipt or price list showing the cost of the computer and any peripherals.

5. **BOOKS AND SUPPLIES** – Each student’s budget already reflects a \$1400 yearly allowance for books and supplies. If a student’s REQUIRED books and supplies exceed this amount, the additional amount may be added to the student’s budget.

Documentation: - A receipt or price list showing the cost of the books and supplies.  
- If the listed materials go beyond the usual textbooks and school supplies, the student must show documentation that these materials are REQUIRED for his/her classes. This documentation might include a class syllabus or a statement from the instructor.