



Budget Revision Request - Instructions

Student Financial Services sets annual cost of attendances (COA)/budget for reasonable expenses students may incur during their enrollment. These include direct costs owed to Peirce College, and indirect cost estimates for living expenses, transportation, books/supplies, etc. Your COA is used to determine how much financial aid you can be awarded each term.

Occasionally, students may have additional educational related expenses which exceed their COA, you may use this form if you wish to request an increase to those allowances.

Type of Allowance	Increase Allowable	Required Documentation
Computer Purchase –For laptop/computer purchase. Tablets and iPads are not allowable. Increase will not be considered for optional software, cases, warranties or other nonessential accessories.	Up to \$2,000 an academic year.	If using Peirce College Laptop Program, a Best Buy Computer Laptop Master Promissory Note & Best Buy Purchase Receipt/Log. Or if purchasing independently, receipt showing item purchased – receipt must include date and amount paid.
Child Care –Costs incurred for dependent children under the age of 12 related to school/daycare expenses, while you attend class. Private school tuition and extracurricular activities will not be considered.	Actual costs incurred.	Receipts/Invoices from provider detailing dependents cared for, ages, time/days care was provided.
Disability Expenses	Actual costs incurred.	Receipts/Invoices from expenses, Written documentation of disability and/or need for equipment, assistance, testing or supplies.
Medical, Eye or Dental Care – Paid medical/eye/dental care for independent students not covered by insurance for emergency or essential services.	Up to \$2,000 an academic year.	Receipts for care provided along with documentation from insurance company what portion of the balance will not be covered.
Emergency Auto Repairs – For student vehicle only. Routine or standard maintenance will not be considered.	Up to \$2,000 an academic year.	Paid receipts showing repairs and invoiced to student. For accident related repairs, documentation showing expense is not covered by insurance. Proof of ownership.
Housing Above Budget – For Housing/Rent expenses above the budgeted/COA amount.	Actual cost minus current COA Allowance	Copy of Lease, Rent, Mortgage, Utilities, or other receipts/invoices of Living Expenses. Personal statement explaining your current living situation- where do you live, who do you live with, and monthly expenses.
Other – Additional Educational Related Expenses, not included in this form. Approval and review of this is at the discretion of Student Financial Services.	NA	Detailed letter of explanation, receipts, mileage logs, and/or documentation of the expense and how it is required for the student.



Budget Revision Request

Only complete this form if you plan or need the additional budget as funds/aid already awarded have or will exceed your Cost of Attendance (COA), seek counsel with your Financial Aid Specialist about your COA, aid eligibility, and need for this request prior to completion.

Student Name: _____ Peirce ID#: _____

Academic Term: Fall 20_____ Spring 20_____ Summer 20_____

Select the type of allowance and write the dollar amount of your requested increase:

- | | | | |
|---|-------|--|-------|
| <input type="checkbox"/> Computer Purchase | _____ | <input type="checkbox"/> Child Care | _____ |
| <input type="checkbox"/> Disability Expenses | _____ | <input type="checkbox"/> Medical, Eye or Dental Care | _____ |
| <input type="checkbox"/> Emergency Auto Repairs | _____ | <input type="checkbox"/> Housing Above Budget | _____ |
| <input type="checkbox"/> Other (Describe): | _____ | | |

Total _____

Submit this page along with required documentation requested in the instructions provided on previous page.

Certification and Signature

I certify that all information provided in this document is true, complete and accurate to the best of my knowledge. I further understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. I authorize the Peirce College to make any change(s) necessary as a result of the information provided.

I understand is an optional form, and not a requirement. Incomplete forms, or forms submitted without the proper documentation will not be reviewed. Additionally, since this is student lead; Student Financial Services will not remind or follow up with students with incomplete requests.

Student's Signature: _____ Date: _____

Return to: Student Financial Services using the Secure Document Upload Portal

<https://forms.peirce.edu/4725699>