

2017-2018 REVISION REQUEST REGARDING ADDITIONAL EXPENSES

The Office of Student Financial Aid attempts to meet your total academic year educational costs, less the student (or family) contribution with available aid programs. If you incur expenses during the current school year that will exceed the standard budget used by our office, you may complete this request. We will review your request to determine whether any additional financial aid can be awarded. Please note that not all expenses are allowable in determining your eligibility for aid and additional aid offered is usually in the form of student loans.

Please respond to all appropriate questions and ensure that the expenses and necessity for the expenses are adequately documented using the following guidelines.

- A. ADDITIONAL COURSE FEES:** Students enrolled in a Fee Based Program may experience quarters of additional costs associated with their program course fees. We can consider these additional costs; however, they will be met with additional loan funds up to the annual maximum limit. We can also consider additional state tuition charges above the standard full time rate as well as any English as a Second Language (ESL) charges you are required to pay. Submit this form with documentation of the actual quarter's charges (tuition bill or PCE registration form).
- B. BOOKS and SUPPLIES:** Only expenses that exceed the standard books and supplies allowance on the 2017-2018 Student Budget can be considered. Submit photocopies of receipts for books and supplies, including thesis/dissertation-related expenses, purchased during the academic year (July 2017 – June 2018). The receipts must show the date of purchase. Also, you must attach a statement from your department or advisor indicating that these books or supplies are required or are extremely desirable for your program of study.
- C. COMPUTER:** We may be able to offer you loan funds to assist toward the purchase of a computer, provided the computer will be used for educational purposes. 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 counselor to review your loan eligibility before submitting this request.

Financial aid funds for a computer purchase can only be approved once during your academic career at the UW. The maximum amount that can be approved is \$2,200. You may submit revisions for computer repairs and necessary upgrades as defined under the University's published recommendations for an adequate system. Please visit: www.washington.edu/computing/hardware/ for the Universities' hardware recommendations. Printers, software and accessories can also be included if the total computer equipment costs do not exceed the \$2,200 limit.

- D. COST OF PROFESSIONAL LICENSE:** We may consider a one-time cost of obtaining a first professional license or certificate for a student who is enrolled in a program that requires such a license or certificate. The licensure or certification must be required by a state agency, or commonly accepted as required in order to practice or be employed in the profession. This request cannot include costs associated with preparing for a test or examination required for licensure or certification unless such a preparation is part of the eligible program. To apply, you must document that the licensure or certification is required for your program and that the cost is incurred during your enrollment in that program.
- E. STUDENT MEDICAL and/or DENTAL EXPENSES:** We only can consider costs that were not covered by insurance, are non-elective procedures, and are medically necessary during the current academic year. Attach billing statements from the providers and/or insurance summaries that include the following information: the patient's name, the name of the primary insurance holder, the care provider's information, gross charges, amount(s) paid by insurance (if any), and the date(s) of treatment. If consideration is desired for elective care, a statement of special circumstances is required.
- F. UNUSUAL TRANSPORTATION COSTS:** Explain why you have incurred exceptional costs as part of your educational program. If these costs are associated with maintaining a car, you must first establish why your car is necessary to your educational program. Please provide a written statement explaining this and provide a reasonable estimate of your academic year transportation costs. In addition, submit documentation of car insurance and any necessary repair expenses, and list your daily/weekly mileage for your required educational travel. Federal law prohibits awarding federal student aid funds for car payments.
- G. OTHER:** If you have other expenses not listed here, please attach a separate letter of explanation and include documentation of the date of the purchase, cost, and educational necessity of the expenses. NOTE: These costs must be educationally related, and therefore, they must be associated with obtaining your degree at the UW.

**2017-2018 REVISION REQUEST
REGARDING ADDITIONAL EXPENSES**

Student Name: _____		
(last)	(first)	(middle initial)
Last Four Digits of Student SSN: XXX - XX - _____		UW Student ID #: _____

1. Check all that apply and attach all appropriate documentation:

Please note: We cannot process undocumented requests.

<input type="checkbox"/> A. Additional Course Fees <i>(Submit documentation of the actual total charges for the quarter – see instructions.)</i> TOTAL Amount Documented: \$ _____	<input type="checkbox"/> D. Professional License <i>(We may consider a one-time cost of obtaining a professional license – see instructions.)</i> TOTAL Amount Documented: \$ _____
<input type="checkbox"/> B. Books and Supplies <i>(We can only consider costs that exceed the standard book/supply allowance. A statement from your department or advisor must be attached. – see instructions.)</i> TOTAL Amount Documented: \$ _____	<input type="checkbox"/> E. Student Medical / Dental Expenses <i>(We can only consider costs that were not covered by insurance, are non-elective procedures, and are medically necessary during the current academic year – see instructions.)</i> TOTAL Amount Documented: \$ _____
<input type="checkbox"/> C. Computer <i>(This is a one-time only expense during your academic career at the UW that cannot exceed the \$2,200 limit – see instructions.)</i> TOTAL Amount Documented: \$ _____	<input type="checkbox"/> F. Unusual Transportation Costs <i>(You must explain why your vehicle is necessary to your educational program and document proof of insurance – see instructions.)</i> TOTAL Amount Documented: \$ _____
<input type="checkbox"/> G. Other <i>(Expenses that do not fit into any other category may be considered as long as they are necessary to your educational program (e.g.-Room and Board) – see instructions.)</i> TOTAL Amount Documented: \$ _____	

I certify the information provided on this form and its attachments are true and complete to the best of my knowledge.	
Student Signature: _____	Date: _____

