

## 2017-2018 BUDGET ADJUSTMENT FORM

### STUDENT INFORMATION

Please complete this verification form and provide copies of all requested paperwork to Governors State University.  
**Incomplete paperwork will not be accepted, thereby delaying the processing of your financial aid award.**

Student Name: \_\_\_\_\_ GSU ID # \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_  
Please Print Last First

Permanent Home Address: \_\_\_\_\_  
City State Zip Code

Student's Date of Birth: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_@student.govst.edu

### WHAT YOU SHOULD KNOW:

If you feel the amounts in your cost of attendance (COA) listed on your financial aid award notification do not accurately reflect your current situation, you may be eligible to have your COA re-evaluated. If upon review of the documentation submitted, your financial aid eligibility changes, you will be notified accordingly. In addition, annual and aggregate loan limits restrict eligibility for federal loans. Therefore if your request is approved and you have reached your loan limits, only your eligibility for private loans may be affected.

1. The items below must be purchased by/apply to the student or spouse (if married), or a parent if the student is dependent.
2. The date of service or purchase must occur during the 2017-18 academic year. For those enrolled during the fall 2017 and spring 2018 terms the dates are August 2017 - May 2018. For those enrolled in the summer 2018 term, the dates are May 2018 - August 2018. Computer purchases may occur three months prior to the 2016-17 academic year.
3. Please submit all budget adjustment requests for the fall and spring terms at one time as multiple requests will not be honored. Summer term requests should be submitted separately between April 2018 and June 2018. *Note: Monthly expenses are divided equally if the student is married or has roommate(s).*

### INDICATE REASONS FOR BUDGET ADJUSTMENT:

- Personal computer.** The student must first purchase the computer. The maximum amount that a student's cost of attendance will be increased is equal to the actual cost of the computer hardware or software, or \$2,000, whichever is less. A student is eligible to receive only one adjustment for a computer during his/her tenure at GSU. If the OSFA has been notified by the academic department that your program requires the purchase of a laptop and your cost of attendance already reflects a computer expense, your request cannot be approved. Documentation required: Copy of official receipt which clearly indicates the date of the purchase and what specifically was purchased (i.e. hardware, software, etc.). The receipt must indicate the name of the person (may be hand-written if not on receipt) who made the purchase(s) and their relationship to you, if the purchaser is not yourself. Please see the guidelines above, in particular number 1, who is considered to be an eligible purchaser.
- Disability.** An allowance for expenses related to a student's disability may be included in the cost of attendance. These expenses include special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies. If you have already claimed these items as a deduction on your Federal income tax return, your request cannot be approved. Documentation required: 2015 Tax Transcript and proof of payment such as cancelled checks or official receipts (please total amounts).

