

First Name (Legal): _____ Last Name: _____

Person Number: _____ Phone Number: _____ UB Email: _____@buffalo.edu

INSTRUCTIONS: Select the box below that best represents the reason for your request and enter the dollar amount you are requesting. Provide a signed statement explaining the need for the increase along with documentation that shows your expenses exceed the amount already allocated in your current cost of attendance budget. Write your UB Person Number at the top of each page submitted. Submit all documents to the Financial Aid Document Upload Center (financialaid.buffalo.edu).

DEADLINE: Budget Increase Request forms and all supporting documentation must be submitted at least 2 weeks prior to the earlier of the semester end date or your last date of enrollment for the academic year.

☐ **A signed statement is required.** Check this box to confirm that your statement is included with your request.

☐ \$ _____ **Computer Purchase:** For laptop or desktop purchase (excluding tablets/iPads). Optional software, cases, warranties or other nonessential software cannot be considered.

- **Required Documentation:** Receipt showing item purchased – with date and amount paid.
A budget increase may be “advanced” if funds are needed to purchase the computer. If so, you must provide the receipt as soon as you make the purchase and an adjustment to the budget increase may be necessary depending on the actual expense.

☐ \$ _____ **Medical Insurance/Expense:** Expenses for insurance or medically necessary procedures not covered by insurance. Student coverage only. Charges incurred for spouse, and/or children cannot be considered.

- **Required Documentation:** Insurance letter showing denial of coverage for procedure. Description of treatment(s) and treatment dates. Invoice, paid receipts, or medical payment plan documents.

☐ \$ _____ **Living Expenses:** Housing or food costs incurred by student during period of enrollment. Homeowner/rental insurance, moving expenses, storage costs and security deposits cannot be considered.

- **Required Documentation:** Copy of current signed lease or rental agreement, paid receipts for food and groceries. Note: you must show that your expenses exceed what is in the standard cost of attendance.

☐ \$ _____ **Books, Course Materials, Supplies and Equipment:** Materials required for enrolled courses.

- **Required Documentation:** Receipt showing item purchased – receipt must include date and amount paid.
A budget increase may be “advanced” if funds are needed to purchase the computer. If so, you must provide the receipt as soon as you make the purchase and an adjustment to the budget increase may be necessary depending on the actual expense.

☐ \$ _____ **Transportation or Emergency Car Repair:** General costs for travel to campus or travel required for academic program (not already included in existing budget estimate), or emergency car repairs. Purchase of a vehicle, car payments, and routine maintenance cannot be considered.

- **Required Documentation:** Receipt or invoice that includes information regarding the service rendered, date and amount paid.

☐ \$ _____ **License, Certification or Professional Certificate Expenses:** Expenses for activities required for degree completion that are not already included in the budget. Supporting documentation must include a statement from the academic department confirming the activity is required.

- **Required Documentation:** Receipt or invoice that includes information regarding the service rendered, date and amount paid.

☐ \$ _____ **Other:** _____

Additional documentation may be requested. Submitting this request does not guarantee approval.

Certification and Signature

I certify that all information provided in this document is true, complete, and accurate to the best of my knowledge. I attest that I have reviewed the standard COA for my academic level and have attached all required documentation. I further understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. Also, purposely giving false or misleading information on this worksheet may lead to fines, jail sentences, or both. I authorize the University at Buffalo to make any change(s) necessary because of the updated information that I have provided.

Student Signature (cannot be typed) _____ Date: _____