



Financial Aid

S. 16th Avenue & Nob Hill Boulevard, PO Box 22520, Yakima, WA 98907-2520

P: 509.574.6855 • Fax: 509.574.4740 • finaid@yvcc.edu • www.yvcc.edu

2023-2024 Budget Revision Request

| | | | |
|------------|------------|---------------|------------|
| Last Name | First Name | M.I. | ctcLink ID |
| Home Phone | Cell Phone | Email Address | |

OUTCOME REQUESTED:

- ☐ I have attached a Federal Direct Stafford Loan Form to fund these additional costs.
- ☐ I will seek an outside source to fund these additional costs.
- ☐ This increase will offset/reduce my over award of financial aid.

Our office uses standard budgets that include tuition and fees, books and supplies, room and board, transportation, and personal expenses to establish eligibility for financial aid. If you have additional expenses that you feel should also be included, you may request consideration of those expenses for Direct Loan or self-help eligibility. Budget adjustments do not affect grant funding and are processed only after grants are awarded. Students may fund additional expenses with increased federal loans (if the student has remaining eligibility), or private loans and scholarships; in some cases, expenses may reduce or eliminate aid overpayments. The results of your request-- approval or denial with explanation -- will be posted on your Student Portal. Increases to Cost of Attendance (COA) do not always lead to additional funding. If you seek an increased Direct Loan, attach the request form so that it can be processed if your request is approved. You are responsible for seeking other funding for any budget increase (such as a private education loan or scholarship). All requests are reviewed on a case-by-case basis. Please note:

Please note:

- The expenses must be the student's educationally-related expenses for the current award period.
- You must attach documentation for any costs for which you are seeking a budget increase.
- Requests without documentation will be denied.
- Allow at least three to four weeks for review. Renewal may take longer during peak processing times (at the start or end of the quarter).
- Limit to two requests per year. After the first approval, additional requests may be held and processed only for last planned quarter of the year.

READ THE INSTRUCTIONS ON THE BACK OF THIS FORM CAREFULLY AND PROVIDE REQUIRED DOCUMENTATION. CHECK ALL BOXES THAT APPLY. ADD YOUR INITIALS NEXT TO THE BOXES TO SHOW US YOU UNDERSTAND WHAT NEEDS TO BE SUBMITTED.

- ☐ **Increased tuition/fees costs:** I am taking more than 15 credits this quarter. INITIALS: ____
- ☐ I have **books and/or supply costs** this quarter exceeding \$254. INITIALS: ____
- ☐ I have paid or am paying **medical/dental expenses** not covered by insurance. INITIALS: ____
- ☐ I am claiming a **one-time-only adjustment for purchasing personal computer hardware and/or software for educational purposes**.
- ☐ My **rent/mortgage** payment exceeds \$1122 per month. INITIALS: ____
- ☐ I **commute** ____ miles each way, ____ days a week to attend classes for these quarters: ____ INITIALS: ____
- ☐ I have on-going expenses related to a documented **disability** that I paid out-of-pocket.
- ☐ I have **child care expenses** that are not covered by child care subsidies for these quarters: ____ INITIALS: ____
- ☐ **OTHER:** I have additional expenses that do not meet the categories listed above, but I would like to have them reviewed by the Financial Aid Office for inclusion in my cost of attendance. INITIALS: ____

CERTIFICATION

I have read both sides of this form and have supplied all required documentation. I certify that all the information I have provided to YVC's Financial Aid Office is true and accurate to the best of my knowledge. If I am asked, I will provide proof that my information is correct. I understand that if I purposely give false or misleading information it will be considered fraud; I will be referred to the proper authorities; I may be prosecuted; I may lose eligibility for aid.

Signature: _____

Date: _____



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INSTRUCTIONS AND REQUIRED DOCUMENTATION FOR ADJUSTMENTS – 2022-2023

Read this section carefully—YOU are responsible for providing, organizing and making your own photocopies of the required documentation. Documents submitted are NOT returned and become part of your student records. The Financial Aid Office will notify you of the outcome of the request; documents are not summarized or returned.

- **Increased tuition/fees costs:**
 - Considered only if you are enrolled in more than 15 credits or you are enrolled in programs with higher tuition costs (applied baccalaureate programs) that were not recognized at the beginning of the award period. Attach a copy of your schedule with the charges displayed.
- **Books and/or supply costs:**
 - Copies of receipts showing expenses exceeding \$254 for the quarter are required. You must also attach a syllabus or statement from the instructor to show that the books and supplies are required.
 - For programs requiring a large purchase of supplies or equipment (e.g. automotive tools), attach a cost sheet from the program and be sure that Registration shows that you are a student in that program.
- **Medical/Dental expense:**
 - Provide documentation of your actual expenses not covered by insurance that you paid out-of-pocket or will pay during this school year.
 - You may include documentation of health insurance premiums for yourself only.
 - We can only consider the amount that exceeds the medical allowance built into the federal financial aid formula. (This will be determined by financial aid staff at the time your request is processed.)
 - Your documentation must identify the expense, to whom payment was made, the dates the expense was incurred and paid. The documentation must be well organized; we will not organize receipts and bills for you.
 - Copies of documentation (**DO NOT SUBMIT ORIGINALS; THEY WILL NOT BE RETURNED**) are required.
- **Personal computer expense:**
 - You may request a one-time only adjustment for purchase of computer hardware and/or software to support your educational program. The approved increase will not exceed \$1200. **ONLY ONE COMPUTER EXPENSE REQUEST WILL BE ACCEPTED.**
 - Attach a copy of an itemized receipt or an estimate of the purchase.
- **Rent/mortgage expense:**
 - Attach a copy of your lease or mortgage statement. Only your portion of the housing will be considered.
 - Rental/Mortgage payments above \$1122 per month will be considered but cannot exceed \$1772.
- **Commuting expense:**
 - If your commute exceeds 32 miles round trip, attach a printout from an online trip planner/mileage calculator to your request. Mileage beyond 32 miles round trip will be calculated at 0.56 per mile.
- **Documented disability expense:**
 - Attach receipts and a personal statement regarding goods and services to accommodate your disability.
- **Child care expense:**
 - Child care may be considered for dependent children that live with you and are 12 years of age or younger.
 - Provide a list of children's names, ages, and monthly child care costs for each child.
 - Attach a letter or statement from the child care provider with the schedule or hours of care provided per week and the amount charged. Rates must reflect reasonable costs for your area.
 - Attach information about any subsidy you receive to help pay child care costs. If both parents are students, only one parent may request a budget revision for child care costs.
- **OTHER expenses:**
 - I have additional expenses that do not meet the categories listed above, but I would like to have them reviewed by the Financial Aid Office for inclusion in my cost of attendance.