



BUDGET ADJUSTMENT REQUEST INSTRUCTIONS

The Department of Education requires schools to create a Cost of Attendance (budget) that reflects the expenses a student will have while attending Albion College such as tuition and fees, housing and meals, books/supplies, travel, and miscellaneous expenses.

Albion College recognized that students may have an extraordinary need for expenses beyond what is included in the budget. Students may complete the form below to request a budget adjustment.

Completing the form does not guarantee the request will be approved. Requests must be submitted at least two weeks before the end of the semester.

PROCESS

- Submit a budget increase appeal form and the necessary documentation.
- Your request will be reviewed and a determination will be made within one to two weeks.
- If approved, your budget will be adjusted by the Financial Aid Office.

Note: A budget increase does not guarantee additional funding. Increasing the budget may allow you to request additional federal and/or private loan funds

EXAMPLES OF ALLOWABLE INCREASES

- Purchasing a computer for school use
- Auto repair costs other than routine maintenance
- Licensed day-care expenses
- Additional course-related materials
- Other allowable costs that are determined by the Financial Aid Office to be directly related to a student's education.

EXAMPLES OF UNALLOWABLE INCREASES

- Auto purchase or payments
- Credit card or other debt payments
- Moving expenses or security deposits
- Costs incurred outside the current academic year
- Costs incurred by a family member or other person
- Parking tickets or fines



Albion College

BUDGET ADJUSTMENT REQUEST FORM

Student Name: _____ Student ID Number: _____

All expenses must be incurred between August 31, 2023 and May 7, 2024 to be considered for a budget adjustment.

	Check Special Circumstance	Required Documents
<input type="checkbox"/>	Computer Purchase Generally, only one request as an undergraduate will be approved. Costs cannot exceed \$1,500.	<ul style="list-style-type: none"> • Statement of explanation • Copy of purchase order, purchase receipt, or computer specs.
<input type="checkbox"/>	Auto Repair Costs Costs for vehicle repairs if they occurred within the 2023-24 academic year.	<ul style="list-style-type: none"> • Statement of explanation • Detailed receipts/bills for the repairs. If there pairs were due to an accident, provide a copy of your car insurance to include the deductible amount.
<input type="checkbox"/>	Additional Course-Related Expenses Costs related to a required class, including equipment, additional books, or supplies	<ul style="list-style-type: none"> • Statement of explanation • Copy of the class syllabus or a letter from the professor/Department chair that states it is a required expense. • Copies of all receipts/bills.
<input type="checkbox"/>	Dependent Care Expenses Costs related to providing care for a dependent while taking classes. Expenses must be at a licensed care facility.	<ul style="list-style-type: none"> • Statement of explanation • Copy of bill or letter from the care provider showing numbers of hours of care, cost, and dates of attendance.
<input type="checkbox"/>	Other Educational Expense	<ul style="list-style-type: none"> • Statement of explanation • Proof of expenses that include the date of service within the current academic year.

Student Signature: _____ Date: _____

Completed forms and documentation can be brought to the Office of Financial Aid, emailed to financialaid@albion.edu, faxed to 517/629-0581, or mailed to the address below. Social security numbers should be redacted for security purposes.