



Albion College

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 _____

All expenses must be incurred between August 26, 2024 and April 30, 2025 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 2024-25 academic year.	<ul style="list-style-type: none"> • Statement of explanation • Detailed receipts/bills for the repairs. If the repairs 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 and bank account information should be redacted for security purposes.