



2019-2020 BUDGET ADJUSTMENT REQUEST INSTRUCTIONS

Complete form in blue or black ink

You may request to have additional educationally related costs added to your Cost of Attendance/Student Budget. Cost must have been incurred by you during the fall and/or spring semesters you are enrolled in to be considered. 08/12/2019 to 05/21/2020 for the Academic Year; 08/12/2019 to 12/15/2019 for Fall only; 01/13/2020 to 05/21/2020 for Spring Only.

Payment documentation must verify you made the payments. Attach proof of payments (receipts, credit card statements, cancelled checks, bank statements, etc.) for all of your expenses. Listed below are the types of expenses we will be able to consider and the documentation is required.

STEP 1: STUDENT'S INFORMATION

Student's Last Name

Student's First Name

Student's M.I.

SSC ID #

STEP 2: CHECK THE ITEM IN WHICH YOU ARE REQUESTING A BUDGET INCREASE

☐ **Child Care Expenses**

You have children in daycare while in class or at a school-related activity. You cannot include child care costs for when you are working.

Required Documentation: Signed statement from your child care provider verifying the monthly amount you pay. Also include a phone number that we can call to verify this information with the child care provider, if necessary.

Use the chart below for each child that you pay child care for when you are at an academically-related activity. This includes the time you are in class, at a school-related activity, studying, doing field work related to your class, or commuting to and from class. **DO NOT include hours you are working.**

Name of Child	Age	Hourly child care rate	Total hours per week in child care while you're at an academically-related activity	OFFICE USE ONLY
Steven (example)	4	\$12.00	25	

Are you married? ☐ Yes or ☐ No – If yes, we will pro-rate your childcare based on the assumption that your spouse pays half as well.

Do you receive child care assistance? ☐ Yes or ☐ No – If yes, what amount per month? \$

☐ **Computer Expenses (if required by program)**

A one-time budget increase may be requested for the purchase of a computer for up to \$2,000. You may include the cost of software, printers and scanners, but not warranty agreements or carrying cases. Devices that cannot be used for data processing (i.e. iPad, Kindle, etc.) will not be approved. You may be asked to provide a copy of the receipt showing you have purchased the computer.

Required Documentation: Copy of the cost estimate (an online printout from the place you will purchase the computer is sufficient), or a copy of your receipt if you already purchased the computer during the current academic year.

Have you previously had a budget increase for a computer at SCC? ☐ Yes or ☐ No

What is the total cost of the computer (less the rebate, if there is one)? \$

☐ **Unusually high medical or dental expenses not covered by insurance**

Provide a written document explaining the medical situation(s) including the affected family member(s).

Please submit copies of all medical/dental bills you want to be considered. For further clarification, be sure to highlight the out-of-pocket expenses paid by you and/or your family (all medical/dental bills and amounts not covered by insurance).

STEP 3: CERTIFICATION AND SIGNATURE

I certify that the information provided on this form and any attachments is true and correct to the best of my knowledge.

I understand that additional documentation may be required. I understand that this information will be used to determine my eligibility and that false or misleading information may be cause for denial, termination and/or repayment of financial aid funds.

Student Signature

Date