

**2011-2012 REVISION REQUEST
 REGARDING ADDITIONAL EXPENSES**

The Office of Student Financial Aid attempts to meet your total academic year educational costs, less the student (or family) contribution with available aid programs. From time to time, students incur cost(s) beyond the standard budget. If you incur expenses during the current school year that will exceed the standard budget used by our office, you may complete this request. Our office will review your request to determine whether any additional financial aid can be awarded. Please note that not all expenses are allowable in determining your eligibility for aid and additional aid offered is usually in the form of student loans. Be sure to respond to all appropriate questions. We are not able to accept blank as an answer. If the answer is zero or does not apply, please indicate this by entering either "0" or N/A. Incomplete forms will be returned to you for clarification. Be sure that the expense and the necessity for the expense are adequately documented. Please see guidelines below.

A. CHILD CARE:

Child care costs that are incurred in order for you to prepare for and attend classes may be added to your budget. Complete the child care request section of the revision form, indicating if you have applied elsewhere for child care assistance and, if so, the name of the agency or source. Include the percentage of child care paid by any source/agency and the number of children and their ages. A standard average for costs based on the age of your child will then be included (see table below):

Age of Child	Average Monthly Costs
Infants 1 – 12 months	\$1,115/month
Toddlers 1 – 2 ½ years	\$936/month
Preschoolers 2 ½ - 6 years	\$894/month
Before/After School Care for Older Children	\$360/month

*If your costs exceed the averages in the table above, you may attach a signed statement from your child care provider (baby-sitter or child care center), showing the name and age of the child and the fees charged each week or month. Generally, only licensed child care provided by non-relatives up to the monthly maximums established by the Student-Parent Resource Center are considered. If care is provided by a relative, indicate relationship, whether care is licensed, and reason for selecting this provider. If you are requesting an exception, please provide a complete explanation.

B. STUDENT MEDICAL and/or DENTAL EXPENSES:

We only can consider costs that were not covered by insurance, are non-elective procedures, and are medically necessary during the current academic year. Attach billing statements from the providers and/or insurance summaries that include the following information: the patient's name, the name of the primary insurance holder, the care provider's information, gross charges, amount(s) paid by insurance (if any), and the date(s) of treatment. If consideration is desired for elective care, a statement of special circumstances is required.

C. UNUSUAL TRANSPORTATION COSTS:

Explain why you have incurred exceptional costs as part of your educational program. If these costs are associated with maintaining a car, you must first establish why your car is necessary to your educational program. Please provide a written statement explaining this and provide a reasonable estimate of your academic year transportation costs. In addition, submit documentation of car insurance and any necessary repair expenses, and list your daily/weekly mileage for your required educational travel. Federal law prohibits awarding federal student aid funds for car payments.

D. BOOKS and SUPPLIES:

Only expenses that exceed the standard books and supplies allowance on the 2011-12 Student Budget can be added to your cost of attendance. Submit photocopies of receipts for books and supplies, including thesis/dissertation-related expenses, purchased during the academic year (July 2011 – June 2012). The receipts must show the date of purchase. Also, you must attach a statement from your department or advisor indicating that these books or supplies are required or are extremely desirable for your program of study.

E. COMPUTER:

We may be able to offer you loan funds to assist toward the purchase of a computer, provided the computer will be used for educational purposes. The Office of Student Financial Aid encourages you to think carefully before deciding to purchase a computer. Documentation of costs must be included with request. It is possible that you may have received the maximum loan amounts for the current year and additional loan funds may not be available. Please see a financial aid counselor in Schmitz 105 to review your loan eligibility before submitting this request.

Computer labs are available on campus and we encourage you to use these facilities instead of borrowing to purchase a computer. The UW Computer Labs are maintained and upgraded with software to meet most students' needs including access to the Internet. The computer you buy may become obsolete within a few years, so you may want to delay your purchase as long as possible to avoid expensive upgrade or replacement costs.

Financial aid funds for a computer purchase can only be approved once during your academic career at the UW. Subsequent purchases will not be approved. The maximum amount that can be approved is \$2,200. You may submit revisions for computer repairs and necessary upgrades as defined under the University's published recommendations for an adequate system. The University discusses computer hardware recommendations on the web page at www.washington.edu/computing/hardware/. Printers, software and accessories can also be included if the total computer equipment costs do not exceed the \$2,200 limit.

F. DEPENDENT MAINTENANCE ALLOWANCE:

If your "Expected Family Contribution" (as determined by the federal processor and noted on your Student Aid Report) is "0", indicating maximum eligibility for aid programs AND you have dependents, you may be eligible for a dependent maintenance allowance adjustment. A dependent maintenance allowance adjustment is an increase to your budget for the academic year and may increase your eligibility for additional aid. Please check with a counselor to verify your Expected Family Contribution and see if the dependent maintenance allowance adjustment may be appropriate for you.

To apply for the allowance, you must document that your family's non-financial aid resources are insufficient to provide for the basic living costs for your family. Complete the 2011-12 Dependent Maintenance Allowance form available either from our office or on-line at www.washington.edu/students/osfa/currentug/forms.html. You will be asked to list all monthly expenses incurred by your family (food, rent, utilities, medical cost, dental costs, clothing, entertainment, etc.). If you incur any unusual costs you must include documentation and an explanation.

G. COST OF PROFESSIONAL LICENSE:

We may consider a one-time cost of obtaining a first professional license or certificate for a student who is enrolled in a program that requires such a license or certificate. The licensure or certification must be required by a state agency, or commonly accepted as required in order to practice or be employed in the profession. The cost must be incurred while the student is enrolled and does not include costs associated with preparing for a test or examination required for licensure or certification unless such a preparation is part of the eligible program. To apply, you must document that the licensure or certification is required for your program and that the cost is incurred during your enrollment in that program.

H. DISCOVERY SEMINARS:

For new freshmen, we can consider the costs associated with participation in the Discovery Seminars. Discovery Seminars are intensive, five-credit, month-long classes designed to meet the needs of incoming freshmen the month before autumn quarter begins. You may complete this form showing the increased costs (tuition and/or on campus housing) arising from your participation. We will determine if we can increase your financial aid award to meet these costs (generally only student and/or parent loans are available). Please note that all autumn financial aid funds cannot be disbursed until the autumn quarter begins.

I. ADDITIONAL COURSE FEES:

Students enrolled in a Fee Based Program may experience quarters of additional costs associated with their program course fees. We can consider these additional costs, however, they will be met with additional loan funds up to the annual maximum limit. We can also consider additional state tuition charges above the standard full time rate. As well as any English as a Second Language (ESL) charges you are required to pay. Submit this form with documentation of the actual quarter's charges (tuition bill or PCE registration form).

J. OTHER:

If you have other expenses not listed here, please attach a separate letter of explanation and include documentation of the date of the purchase, cost, and educational necessity of the expenses. NOTE: These costs must be educationally related, and therefore, they must be associated with obtaining your degree at the UW.



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Name: _____ Student ID # (if applicable): _____
Address: _____ Last Four Digits of SSN: XXX - XX - _____
City, State, Zip: _____ Phone #: _____
Normally we communicate via email but, if a mailed response is required, which address should it be mailed to:
Permanent [] -OR- Local [] (Please confirm your address information on MyUW.)
I certify that all information provided on this form is true and complete to the best of my knowledge.
Signature: _____ Date: _____

1. CHECK ALL THAT APPLY AND ATTACH ALL APPROPRIATE DOCUMENTATION:

Please note: We cannot process undocumented requests.

[] A. Child Care (skip to #3)
(If your costs exceed the average monthly costs indicated in the table, you must provide documentation – see page 1A. *)
TOTAL Amount Documented: \$ _____

[] E. Computer
(This is a one-time only expense during your academic career at the UW that cannot exceed the \$2,200 limit – see page 2E.)
TOTAL Amount Documented: \$ _____

[] B. Student Medical / Dental Expenses
(We can only consider costs that were not covered by insurance, are non-elective procedures, and are medically necessary during the current academic year – see page 1B.)
TOTAL Amount Documented: \$ _____

[] G. Professional License
(We may consider a one-time cost of obtaining a professional license – see page 2G.)
TOTAL Amount Documented: \$ _____

[] C. Unusual Transportation Costs
(You must explain why your vehicle is necessary to your educational program – see page 1C.)
TOTAL Amount Documented: \$ _____

[] H. Discovery Seminars
(Include the amount if you will incur on-campus housing costs – see page 2H)
TOTAL Amount Documented: \$ _____

[] D. Books and Supplies
(We can only consider costs that exceed the standard book/supply allowance. A statement from your department or advisor must be attached. – see page 1D.)
TOTAL Amount Documented: \$ _____

[] I. Additional Course Fees
(Submit documentation of the actual total charges for the quarter – see page 2I.)
TOTAL Amount Documented: \$ _____

[] J. Other
(Attach letter of explanation – see page 2J.)
TOTAL Amount Documented: \$ _____

2. Explain the necessity of these additional expenses and how they are related to your educational goals.

3. Child Care:

I am requesting aid for the care of:

Name of child/dependent	Age	Percentage of costs paid by source/agency
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

Did/will you seek other child care assistance? Yes _____ No _____

If yes, from what agency/source? _____

Name of other parent(s) _____

Is other parent a UW student? Yes _____ No _____

Are you seeking an adjustment for expenses that are higher than the average "standard" amounts? If so, attach documentation from the dependent care provider (see guidelines, page 1A).

For Office Use Only

Logged in: _____ Process Date: _____ Check for Prior Request: _____

Action: _____ Amount: _____ Initials: _____

Comments: _____
