



## 2024-2025 BUDGET ADJUSTMENT REQUEST

### WHAT IS A BUDGET ADJUSTMENT?

When students and/or their families experience a change in circumstances, such as an increase in mandatory or non-discretionary expenses, the cost of attendance (COA) established by the Financial Aid Office may no longer reflect the student's actual costs. In some cases, the Financial Aid Office *may* be able to adjust the cost of attendance based on those expenses. ***Adjustments to the cost of attendance do not guarantee additional financial aid will be awarded.***

### WHAT ADJUSTMENTS MAY BE CONSIDERED?

Adjustments may be considered for increases of the following types of mandatory or non-discretionary student *paid* expenses during the academic year:

- Medical/dental/disability expenses paid during the academic year
- Additional required educational expenses
- Additional transportation expenses for commuting costs
- Childcare expenses
- Computer purchases
- Other non-discretionary expenses

#### ***Please note:***

- Students who live in on-campus housing with costs exceeding the standard budget for room and board need only email our office to request a review of the COA for additional housing expenses.
- Students enrolled in hours exceeding the standard budget (18 for undergraduate students, 12 for graduate students) need only email our office to request a review of the COA for additional tuition expenses.

### HOW DO I REQUEST A BUDGET ADJUSTMENT?

1. Complete the 2024-2025 Budget Adjustment Request form
2. Provide required supporting documentation to UWW Financial Aid Office.

### WHAT HAPPENS NEXT?

Your request will be evaluated only after the original FAFSA and all supporting documentation have been reviewed. It can take several weeks for this process to be completed. If more information is needed to complete your request, the Financial Aid Office will contact you. This could result in a delay in processing your request.

### WILL I GET MORE AID?

Increasing your budget does not increase your Federal Aid eligibility. The maximums are set by the Federal government. However, additional aid options may come in the form of a Parent PLUS Loan or a private loan. You can review additional loan options at [uww.edu/types-of-aid/loans](http://uww.edu/types-of-aid/loans).

### MORE QUESTIONS?

Please call 262-472-1130 and make an appointment to speak with your Financial Aid Administrator.



## 2024-2025 Budget Adjustment Request

When students and their families experience a change in circumstances, such as an increase in non-discretionary expenses, the cost of attendance established by the Financial Aid Office may no longer accurately reflect the student's actual costs. In some cases, the Financial Aid Office *may* be able to adjust the cost of attendance based on these special circumstances.

**Adjustments to Cost of Attendance (COA) do not guarantee additional financial aid will be awarded.**

Last Name	First Name	M.I.	Student ID #
Phone Number (include area code)			Email Address

**Please note:** Students enrolled in hours exceeding the standard budgets (18 for undergraduate and 12 for graduate) need only email our office to request a review of the COA for additional tuition expenses.

If you have increases based on one or more of the following types of non-discretionary expenses, adjustment of your academic year COA may be possible. Please send copies of required documentation with this request, as the documents will not be returned. Also, be aware that your documented paid costs must exceed the amount already accounted for in that particular category in your COA.

**Please attach the documentation listed below for the appropriate category.** Note: Should you have additional circumstances you believe may qualify as an increase in mandatory or non-discretionary student expenses that are not listed below, please contact the Financial Aid Office. Criteria mentioned below are the most common.

### Required Documentation (All Categories)

- Provide a dated and signed narrative detailing the circumstances leading to the request. Be very specific in your narrative i.e., provide dates and clearly identify the person to whom the narrative refers.

### Additional Required Documentation

#### Medical/Dental/Disability Expenses for the Student

- Documentation of paid expenses (e.g. canceled checks, receipts, paid medical office statements and/or paid bills) for the student. If formal payment plan(s) have been made, submit a copy of the signed agreement.

#### Childcare Expenses

- Schedule of fees or billing statement on official letterhead from the childcare provider, detailing the number of children that are in care and how many hours per week they attend.
- Documentation of paid childcare expenses (e.g. receipts, banking statements, payment plan) in the student's name.

#### Computer

- Copies of quote or estimate, paid receipts (receipts must confirm the student paid the charges), bill of sale, and/or cancelled checks.

#### Additional Required Educational Expenses

- Letter from advisor/professor stating that expenses are required of all students in your program (e.g. instruments or specific software).
- Copies of paid bills and/or receipts (e.g. siblings in private school K-12).

#### Additional Transportation Expenses

- Statement to confirm address from which you will be commuting and the number of weekly trips being made.