



2018-2019 BUDGET INCREASE REQUEST FORM

Complete form in blue or black ink

Budget increases will be considered on an individual basis. The Financial Aid Office has the right to ask for additional documentation or deny any request that is made. Each student applying for an increase must be enrolled at least half time (6 credit hours), turn in a budget increase request form, and additional documentation.

STEP 1: STUDENT'S INFORMATION

Student's Last Name _____ Student's First Name _____ Student's M.I. _____ Student's Mt. SAC ID Number _____

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 (August 2017 – May 2018).

Have you previously had a budget increase for a computer at Mt. SAC? 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 for the 2016 calendar year).

STEP 3: CERTIFICATION AND SIGNATURE

The information provided on this form is true and complete. I understand that purposely giving false or misleading information may result in fines, penalties, and/or immediate repayment of aid. If my situation changes as it pertains to the areas for which I have requested an increase (i.e. housing, daycare, insurance, major), I agree to promptly inform Mt. SAC Financial Aid Office.

Student's Signature: _____ Date: _____

For Financial Aid Office Use Only	
1) Is student making SAP? <input type="checkbox"/> Yes or <input type="checkbox"/> No	2) Have all the requirement been fulfilled? <input type="checkbox"/> Yes or <input type="checkbox"/> No
3) How many credit have been completed? FA Specialist _____	4) Are there any relevant notes in RHACOMM? <input type="checkbox"/> Yes or <input type="checkbox"/> No Date _____