

2021 - 2022 BUDGET ADJUSTMENT REQUEST (EXPEN)

INSTRUCTIONS – PLEASE READ CAREFULLY

Our standard Cost of Attendance (also known as “budget”) is a good faith estimate of expenses a student will encounter in an academic year. **Current Cost Of Attendance (COA) information for the 2021-2022 aid year can be found on our website at www.memphis.edu/financialaid/eligibility.php** There are some circumstances where the Student Financial Aid Office is allowed to increase a student’s budget. Budget adjustments are limited to certain types of expenses when a student can document they have a special circumstance. The special circumstances we can consider are listed on the next page. Since restrictions apply, you should speak with a Financial Aid Counselor before submitting a Budget Adjustment Request form.

Completion of this form does not guarantee approval. All requests are reviewed on a case-by-case basis.

- Budget adjustments will only be considered for expenses of the student and the student’s qualifying dependents.
- **You must submit detailed documentation to verify expense.**
- Budget adjustments are approved on a “**no-cash policy.**” You must provide a copy of cancelled check, money order, or cashier’s check as proof of payment for any service when credit card receipt/statement is not available.
- All costs must be incurred during the current academic term/year while the student is enrolled.
- Standard budgets are based on full-time enrollment for the Fall 2021 and/or Spring 2022 terms. **Student tuition/fees will be adjusted based on actual enrollment – if needed – before adjustment consideration.**
 - Your budget may be reduced or your request may be denied if your actual tuition and fees charge is less than the amount in your standard budget – this could also result in a decrease in eligibility
 - Your budget may be increased if your tuition and fees exceeds the amount in your standard budget
- Even if your budget is adjusted, your eligibility might not change, i.e., you may have already exhausted all eligibility.
- The minimum amount that will be considered for an adjustment is \$100.
- All Budget Adjustment Requests must be accompanied by appropriate documentation and receipts clearly showing the amount of expenses and the dates they were/will be (e.g. rent) incurred for the student. Exception: a budget adjustment for the one-time purchase of a computer can be made based on a documented estimate
- Except in cases of a documented emergency, there is a limit of two budget adjustments per aid year.
- Include your U-ID# on all your documentation.
- **Please allow 10 business days for a decision on your request.**



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A. STUDENT INFORMATION

Student Name: _____ **U ID Number:** _____

B. REASON AND DOCUMENTATION FOR BUDGET ADJUSTMENT

Choose the Type of Expense Incurred	Limitations and Required Documentation (Write UID number on each page submitted)
<input type="checkbox"/> Computer Purchase - on or after July 1, 2021. Limit of one request per academic Program (UG, GRAD, LAW)	<ul style="list-style-type: none">• Copy of estimated purchase price or receipt in student's name (or in parent's name used on FAFSA)• Computer and accessories will be considered• Receipt required for repair or necessary upgrade• Maximum adjustment allowed = \$1500
<input type="checkbox"/> Dependent Care Expenses – cost of childcare for children of independent students. Amount of consideration will be directly related to enrollment.	<ul style="list-style-type: none">• Document name and age of dependent (birth certificate)• Children must be 14 and younger to be considered• Contract with provider• Our office will verify if assistance is received from DHS• Amount paid per hour
<input type="checkbox"/> Automobile repair – the standard budget includes an allowance for maintenance and repairs of one student vehicle.	<ul style="list-style-type: none">• Proof of car ownership in student's or parent's name used on FAFSA• Not applicable if accident results in total loss• Receipt of repair work• If repairs are the result of an accident, provide proof of insurance and deductible, if any.• Maximum adjustment allowed = \$2,500
<input type="checkbox"/> Academic program costs - necessary for degree completion. (e.g. conference, required equipment, or supplies)	<ul style="list-style-type: none">• Documentation from advisor or dean of program indicating requirement• Copy of purchase receipts related to expenses• Costs must occur during period of enrollment
<input type="checkbox"/> Rent/Mortgage – the standard budget includes an allowance for housing. To be considered, your rent/mortgage must exceed: \$600 month (undergraduate) \$675 month (graduate/law)	<ul style="list-style-type: none">• Copy of current lease or mortgage statement listing student's name• On campus housing charges can be printed from TigerXpress (meal plan not included)• Our office will project cost to incur for the aid year (fall/spring) if lease runs through year and split any determination evenly between the terms
<input type="checkbox"/> Disability related expenses – special services, assistance, equipment, etc. not already covered by another agency	<ul style="list-style-type: none">• Documentation of disability• Our office will consult with <i>Disability Resources for Students Office</i> to assist with determining typical costs and coverage
<input type="checkbox"/> Medical expenses – medical or dental expenses not covered by insurance Expenses incurred for: _____ Relationship to Student: _____	<ul style="list-style-type: none">• Copies of medical bills showing what patient and insurance paid• Receipts of medical expenses for current period specified above• Receipts for prescriptions not covered by insurance for specified period above• Maximum adjustment allowed = \$4800

C. CERTIFICATION AND SIGNATURE

I hereby certify that I understand all of the instructions on both pages of the Budget Adjustment Form. I also certify that all statements and information provided are true, complete, and correct to the best of my knowledge. I authorize the staff in the University of Memphis Student Financial Aid Office to research and contact any person/agency/organization listed on this form or included as part of my request to verify the expenses I have described.

I understand it is a federal crime to purposefully give false or misleading information on this worksheet, and may be subject to a fine, imprisonment, or both. I also understand that it is a violation of the University of Memphis Code of Student Rights and Responsibilities to violate state or federal laws or regulations, provide false information, or withhold necessary information. Violations of federal crimes and/or the University of Memphis Code of Student Rights and Responsibilities will be referred to the appropriate investigative authority.

Student Signature: _____ **Date:** _____

(TYPED SIGNATURES CANNOT BE ACCEPTED)