Budget Review Request Form

A Cost of Attendance Budget is created by the Office of Financial Aid for each student who attends Schreiner University. This budget is based upon Department of Education requirements and average yearly costs in approved categories. The following categories are listed below. Please select from the options listed if you have expenses that we may not have included or are in excess of what an average student would expect to pay. Submit all requested documentation to the Office of Financial Aid. An e-mail response will be sent to you once a decision has been made.

Student Name:_______________________________ Alt. ID:__________________

Step 1. ATTACH A LETTER OF EXPLANATION
Letter must provide details supporting your request.

Step 2. CHECK THE CATEGORY(S) YOU WANT TO HAVE REVIEWED FOR ADDITIONAL EXPENSES. ATTACH REQUIRED DOCUMENTATION FOR EACH APPLICABLE CATEGORY.

___ Mortgage/Rent Expenses
Submit proof of rent expenses paid in your name.

___ Child Care Expenses
Submit proof of child care expenses paid.

___ Computer Purchase
Submit proof or purchase or quote/specs on computer chosen. Budget allowance cannot exceed $1,200 and is considered a one-time purchase.

___ Transportation (Repairs or Round Trip Mileage Expenses)
Submit:
  o weekly mileage to/from school
  o mileage and number of trips traveled home during a semester
  o miles per gallon attained on your vehicle
  o and/or cost of repairs and explanation.

I attest that the information provided is factual and represents actual costs I am incurring while attending Schreiner University.

__________________________________________
Student Signature

__________________________________________
Date

Revised 12/17/2007