Budget Revision Petition

If you have special circumstances that you believe warrant a reevaluation of your budget, you may complete the attached Budget Revision Petition. You must provide a complete explanation and adequate documentation to substantiate your appeal. You should discuss your personal situation with an adviser before submitting your petition.

Circumstances

Circumstances which might be considered extenuating include, but are not limited to:

1. Tuition/fees in excess of the standard budget.
2. Books and supplies in excess of the standard budget.
3. Required field trips.
4. Transportation costs for commuting students.

Documentation

1. Fee increases—attach a copy of a fee payment receipt.
2. Increased book and supply costs—attach photocopies of receipts/canceled checks. Please number your receipts/cancelled checks and summarize on a single page.
3. Field trips—attach a departmental letter indicating typical costs and that the trip is a class requirement.
4. Commuting costs—Documentation of round-trip mileage and frequency of commutes per week or gas receipts along with statement of average weekly travel costs.

Decision

Your petition will be evaluated at the earliest available date. You may check with your financial aid adviser no sooner than one week after the submission of your petition to find out if it was approved or denied. The actual revision of your financial aid could take an additional two to three weeks, depending on the volume of petitions at the time.

All actions resulting from the petition process are contingent upon fund availability and any processing deadlines that may be in effect at the time of petition approval.
### A. General Student Information (to be completed by all students)

Name ___________________________  UFID ___________________________
Address ___________________________  Phone No. ___________________________
                                      ___________________________  Class/College ____________

### B. Revision Requested (Check appropriate box, provide explanation & attach documentation.)

- [ ] Increase Budget for Tuition & Fees
- [ ] Increase Budget for Required Field Trips
- [ ] Increase Budget for Books & Supplies
- [ ] Increase Budget for Transportation Costs
- [ ] Other ___________________________

### C. Estimated Costs Used in Standard Single-Semester Budgets

**Tuition/Fees:**  
**Undergraduate amount based on 15 credit hours** at the appropriate in-state or out-of-state undergraduate rate for fall and spring semesters and 12 credit hours during the summer term. For in-state students, the amount is $3,195. For out-of-state students, it is $14,344.  
**Graduate amount based on 12 credit hours** at the appropriate in-state or out-of-state graduate rate for fall and spring semesters and 9 credit hours during the summer term. For in-state students, the amount is $6,370. For out-of-state students, the amount is $15,067.

<table>
<thead>
<tr>
<th></th>
<th>Fall or Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies</td>
<td>$605</td>
<td>$490</td>
</tr>
<tr>
<td>Food</td>
<td>$2235</td>
<td>$1570</td>
</tr>
<tr>
<td>Transportation</td>
<td>$545</td>
<td>$360</td>
</tr>
<tr>
<td>Clothing Maintenance</td>
<td>$570</td>
<td>$400</td>
</tr>
<tr>
<td>Personal</td>
<td>$130</td>
<td>$60</td>
</tr>
<tr>
<td>Room – On/Off Campus</td>
<td>$2720 (undergraduate)</td>
<td>$1630</td>
</tr>
<tr>
<td>Room – On Campus</td>
<td>$3700 (graduate)</td>
<td>$2220</td>
</tr>
<tr>
<td>Room – Off Campus</td>
<td>$3810 (graduate)</td>
<td>$2290</td>
</tr>
<tr>
<td>Computer/Cell Phone</td>
<td>$630 (undergraduate)</td>
<td>$370</td>
</tr>
<tr>
<td></td>
<td>$680 (graduate)</td>
<td>$400</td>
</tr>
</tbody>
</table>

**Computer Allowance:**  
*SFA provides a cost allowance to cover computer-related expenses. This allowance is based on the amount that would cover the monthly payments on a computer purchase based on a 2-year payment program.*

I certify that the information provided on this petition is true and correct to the best of my knowledge.

______________________________  ______________________________
Student’s Signature                     Date
Denial:

1. No extenuating circumstances were demonstrated on the petition.

2. Sufficient documentation was not provided. We need: ______________________

3. Other ______________________

Approval: The budget will be increased for:

1. books and supplies $________
2. housing $________
3. tuition/fees $________
4. other $________
   for ______________________

Completed by: ______________________ Date ______________________

Approved by: ______________________ Date ______________________