

2009-2010

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. **Housing changes**; i.e., on-campus to off-campus, etc.
4. Required **field trips**.
5. **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. **Moving from on-campus to off-campus**—submit a *Certification of Change in Housing Status* form OR attach a **signed copy of your lease**.
4. **Field trips**—attach a **departmental letter** indicating typical costs and that the trip is a **class requirement**.
5. **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.

Budget Revision Petition

2009-2010

A. General Student Information (to be completed by all students)

Name _____ UFID _____

Address _____

(local) _____ Phone No. _____

_____ Class/College _____

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

- | | |
|--|---|
| <input type="checkbox"/> Increase Budget for Fees | <input type="checkbox"/> Increase Budget for Books and Supplies |
| <input type="checkbox"/> Increase Budget for Housing Costs | <input type="checkbox"/> Increase Budget for Field Trip |
| <input type="checkbox"/> Other (explain below) | |
-
-

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.

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.

| | <u>Fall or Spring</u> | <u>Summer</u> |
|----------------------|-------------------------------------|---------------|
| Books/Supplies | \$495 | \$400 |
| Food | \$1320 | \$930 |
| Transportation | \$270 | \$180 |
| Clothing Maintenance | \$325 | \$230 |
| Personal/Insurance | \$815 | \$570 |
| Room – On Campus | \$2430 (undergraduate) | \$1460 |
| Room – On Campus | \$2695 (graduate) | \$1620 |
| Room – Off Campus | \$2765 (undergraduate and graduate) | \$1660 |
| Computer | \$520 | \$350 |

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

