Budget Increase Request

The University of Baltimore is able to offer you financial aid to cover your basic cost of attendance (COA) during the academic year. This estimated COA – or financial aid budget – is comprised of standard educational expenses incurred by students (e.g. tuition and fees, housing/living expenses, books, transportation, and personal expenses). The University of Baltimore uses average amounts for all non-tuition and fees budget items. We strongly encourage students to plan and budget their expenses and aid so that you stay within the COA set by the University.

We do, however, understand that in certain situations the University’s COA budget does not accurately reflect the costs a student will incur during the academic year. In such cases, you may appeal for a budget increase for documented expenses above those allocated by the School in your budget. Only one budget increase request is allowed per year.

Prior to completing the form on Pages 2 & 3, please carefully read the information below regarding acceptable items for a budget appeal.

Budget appeals will be considered for the following items:

- Living expenses in excess of budgeted cost (includes rent, utilities, food, phone and cable)
- Books (in excess of budget cost)
- Child care expenses
- Dependent care expenses
- Disability-related expenses not covered by an outside agency
- Computer purchase (one-time only)
- Non-elective medical, dental or optical expense not covered by insurance
- Additional course-related expenses (e.g. travel costs for students going abroad for required Field Education)
- Transportation costs in excess of budgeted cost
- Emergency travel (e.g. death in the family)
- Tuition and Fee Review (cannot include late fees or charges covered by financial aid)

Budget appeals will NOT be accepted for the following items:

- Credit card payments
- Educational or private loan repayment
- Discretionary (optional) medical or dental procedures
- Spousal maintenance expenses
- Student conferences
- Purchase/maintenance of a car (Federal law prohibits the School from providing aid for consumer debt, which includes car payments and car insurance.)
- Job interview expenses
- Other non-educational related expenses
- Expenses incurred during periods of non-enrollment

PLEASE NOTE: Submitting an appeal does not guarantee that an adjustment will be made. All adjustments are made at the discretion of professional judgment by Office of Financial Aid staff, and must be approved by the Director of Financial Aid. In most cases, an approved budget increase will result in an increase in loan eligibility.

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The Budget Increase Request form must be completed in full in order to be reviewed by the Office of Financial Aid. Incomplete submissions will not be reviewed. Supporting documentation must be submitted along with the Budget Increase Request. **Once the form is complete please schedule a meeting with a financial aid counselor to review your request.** Forms may be uploaded online via our Secure Upload on the [Financial Aid Forms webpage](#), faxed to 410.837.5493, or dropped off in person to the Office of Financial Aid.

First name: ____________________  Last name: ____________________  ID: _____________

Total amount requested per academic year (9 months) in budget increase: $______________

<table>
<thead>
<tr>
<th>BUDGET ITEM</th>
<th>REQUIRED DOCUMENTATION</th>
<th>COST/EXPENSE (per 9-month Academic Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>Signed copy of lease/rental agreement AND Copies of two monthly payments made</td>
<td>$</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>Copies of 2 months of bills</td>
<td>$</td>
</tr>
<tr>
<td>Books</td>
<td>Copies of receipts for course-related materials</td>
<td>$</td>
</tr>
<tr>
<td>Child Care ($600/month per child max)</td>
<td>Child care contract AND two monthly payments</td>
<td>$</td>
</tr>
<tr>
<td><strong>Computer purchase</strong> (one-time purchase only, excludes 1L students)</td>
<td>Copy of receipt of purchase</td>
<td>$</td>
</tr>
<tr>
<td><strong>Dental, medical or vision expenses (not covered by insurance)</strong></td>
<td>Itemized bill showing amount covered by insurance and amount</td>
<td>$</td>
</tr>
<tr>
<td>Transportation</td>
<td>Copies of receipts for commuting-related expenses</td>
<td>$</td>
</tr>
<tr>
<td><strong>Student Health Insurance Cost ($3,000/year max)</strong></td>
<td>Copies of receipts for travel-related expenses AND copies of two receipts of payment</td>
<td>$</td>
</tr>
<tr>
<td>Tuition &amp; Fees ((cannot include late fees or charges covered by financial aid)</td>
<td>Copy of tuition bill. This only applies to students whose Financial Aid Budget is less than their current enrollment. This can be located on your My Student Center &gt; &quot;View Financial Aid&quot; &gt; &quot;College Finacing Plan.&quot;</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>Copies of receipts or related documentation</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>Copies of receipts or related documentation</td>
<td>$</td>
</tr>
</tbody>
</table>

Continue to Page 3
Please explain the reason(s) for your appeal. Attach all supporting documents:


Please make sure to follow the steps below to complete your submission:

1. Attach required supporting documentation (see table for requirements).
3. Schedule a meeting with a financial aid counselor to review your Budget Increase Request. You can schedule a meeting by submitting a financial aid inquiry.

By signing this form you agree that all of the information and documentation presented to the Office of Financial Aid is accurate, to the best of your knowledge and that you will notify the Office of Financial Aid if there is any change to the information you have provided. Appeals are reviewed within 3 weeks of receipt, and you will be notified via your UBalt e-mail address of the decision regarding your request.

Signature: _______________________________  Date: _________________