

2018-2019 BUDGET ADJUSTMENT REQUEST

DOCUMENTS MAY BE SUBMITTED VIA U.S. MAIL, FAX, OR SECURE UPLOAD. TO UPLOAD DOCUMENTS: LOG INTO MyFSU, STUDENT TAB, FINANCIAL AID ICON, and SELECT "SECURE DOCUMENT UPLOAD" ICON. EMAILED DOCUMENTS ARE NOT SECURE AND CANNOT BE ACCEPTED.

FSU Office of Scholarships & Financial Aid
 1201 S. State Street, CSS 101, Big Rapids, MI 49307
 Phone: 231 591-2110 Fax: 231 591-2950
 Email: finaid@ferris.edu

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 17 Fountain Street NW, Grand Rapids, MI 49503
 Phone: 616 451-2787 Fax: 616 831-9689
 Email: kcadfinaid@ferris.edu

DO NOT EMAIL DOCUMENTS

STUDENT NAME: _____ Student ID #: _____

ADDRESS: _____

EMAIL _____ Phone _____

Budget Adjustment Request for: Academic Year Summer **(Circle one)**

Reason for Budget Adjustment Request:

Tuition and Fees: If your actual tuition expenses for the period indicated exceeds the current estimated tuition expense used to determine your financial aid, fill in the number of credits you are enrolled for, or plan to enroll for, during the semesters indicated. **Academic Year** (fall _____, spring _____) **summer** _____

Room and Board: If your room and board expense for the period indicated exceeds the current estimated room and board expense used to determine your financial aid, explain your expenses on a separate sheet. Include documentation of these expenses. This would include copies of your lease showing your rent/mortgage amount and also all responsible parties on the lease (roommates etc.). Also include copies of recent monthly expenses such as gas, electric, phone etc.

Books and Supplies: If your book/supply expense for the period indicated exceeds the current estimated book/supply expense used to determine your financial aid, explain your expenses on a separate sheet. Include copies of receipts for any purchases made outside of the Ferris Bookstore.

Transportation: If your travel expenses for the period indicated exceed your current estimated travel expense used to determine your financial aid, explain your expenses on a separate sheet. Include your travel starting point and destination so we can determine your mileage. Also include the number of times per week you are required to travel. Please note that we cannot include car payments and/or insurance payments in your travel expense.

Other: Any other expenses you feel should be considered as educational expenses may be considered. Please provide an explanation of your expense as well as documentation/receipt for the items(s).

Budget Adjustment Requests will NOT be considered without proper documentation.

ALL DECISIONS BASED ON THIS REQUEST ARE FINAL AND MAY NOT BE APPEALED.

The information submitted on this application and all supporting documents, is true and correct to the best of my knowledge. I understand that falsification of the records will result in ineligibility for any type of financial aid.

Student must sign this form in ink. **Electronic or typed signatures are NOT acceptable.**

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Comments: _____

Approved By: _____ Date: _____