



Nunez Community College
3710 Paris Road
Chalmette, LA 70043
504-278-6487 fax
financialaid@nunez.edu
www.nunez.edu

2023-2024 Budget Adjustment Request Form

Student Name: _____ Student ID#: _____

Student Mailing Address: _____ Date of Birth: _____

Email Address: _____ Telephone Number: _____

INSTRUCTIONS – PLEASE READ CAREFULLY

Our standard cost of attendance (a.k.a. budget) is a good faith estimate of expenses a student will encounter in an academic year. There are some circumstances where the Financial Aid Office is allowed to increase a student's budget. Budget adjustments are limited to certain types of expenses when a student can document they have an unusual circumstance. The unusual circumstances we can consider are listed on the next page. Since restrictions apply, you should speak with a financial aid staff member before submitting a Budget Adjustment Request form.

- * **Completion of this form does not guarantee approval. All requests are reviewed and approved on a case-by-case basis.**

Budget adjustments are:

- Only allowed for an increase in Federal Subsidized Loan and/or Unsubsidized
- Only considered for expenses of the student and the student's qualifying dependents
- Approved on a **"no-cash policy"**. You must provide a copy of cancelled check, money order, or cashier's check as proof of payment for any service when credit card receipt/statement is not available
- Only for costs incurred during the current academic term/year, while the student is enrolled
- Considered for a minimum adjusted amount of \$100 or more
- Required to have the appropriate documentation and receipts clearly showing the amount of expenses and the dates they were/will be (i.e. computer purchase) incurred for the student
- Limited to two adjustments per aid year (except in documented cases of an emergency)

Federal regulations limit the types of expenses that may be added to a student's budget. Common **NON-ALLOWABLE** expenses include, but are not limited to:

- Car payments, parking, gas, insurance and associated costs
- Credit card debt
- Job search costs (including suits and travel)
- Moving costs (including security deposits) and apartment furnishings
- Expenses incurred in previous loan periods or during the summer (if you are not enrolled)
- Cosmetic medical expenses
- Court or Attorney's fees
- Pets (care and related costs)

<input checked="" type="checkbox"/>	Reason for Budget Adjustment Request: <i>(incomplete request will not be accepted)</i>	Required Documentation:
<input type="checkbox"/>	Computer Purchase – on or after July 1, 2023. Only one request your entire time at this institution.	<ul style="list-style-type: none"> ● Copy of receipt of purchase in student’s name (or in parent’s name used on FAFSA) ● Computer and accessories will be considered ● Maximum adjustment allowed = \$1,500
<input type="checkbox"/>	Dependent Care Expenses – cost of childcare for children of independent students. Amount of consideration will be directly related to enrollment and not to exceed comparable Louisiana area rates.	<ul style="list-style-type: none"> ● Name and age of dependent ● Children must be 14 and younger to be considered ● Name of agency/person, address, and contact number of provider ● Our office will verify if assistance is received from DHS ● Amount paid (indicate if weekly or monthly)
<input type="checkbox"/>	Automobile repair – the standard budget already includes an allowance for maintenance and repairs of one student vehicle. To be considered, your repairs must exceed the budgeted amount.	<ul style="list-style-type: none"> ● Proof of car ownership in student’s name ● Receipt of repair work ● If repairs are the result of an accident, provide proof of insurance and deductible, if any Maximum adjustment allowed (per aid year) = \$2,500
<input type="checkbox"/>	Medical Expenses – the standard budget already includes a miscellaneous cost to help cover any medical expenses. Adjustments for expenses may be submitted to cover certain costs associated with medical, dental and eye exams or emergency procedures.	<ul style="list-style-type: none"> ● Documentation showing paid medical charges above what is already allotted in the student budget ● Any ongoing medical appointments, procedures, or prescriptions, please provide a cost and course of treatment from your healthcare provider ● Your out-of-pocket expenses, after your insurance company has made its adjustment and you have made your required payment to your healthcare provider
<input type="checkbox"/>	<input type="checkbox"/> Other expenses: <hr/> <hr/>	<ul style="list-style-type: none"> ● Please meet with a financial aid staff member to discuss your request.

Certification Statement

By signing this form, I hereby certify that I understand all of the instructions on both pages of the Budget Adjustment Form. I also certify that all statements and information provided are true, complete, and correct to the best of my knowledge. I understand that any budget increase I receive may result in my Federal student loan being increased, as long as I have remaining eligibility for the current aid year. **Warning: Purposely giving false or misleading information may result in a fine, imprisonment, or both.**

Student Signature _____ **Date** _____

TO BE COMPLETED BY FINANCIAL AID SCHOOL OFFICIAL

-Approved Denied

Comments:

Printed Name of School Official: _____ Title: _____

Signature of School Official: _____

Date: _____