



UCLA, Financial Aid Office
A-129J Murphy Hall
Box 951435
Los Angeles, CA 90095-1435
Phone: 310-206-0400
Fax : 310-206-7419

2010-2011 BUDGET INCREASE REQUEST

Name: Last

First

UID#

Please use this form to request increases be made to your 2010-2011 Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. The following are allowable expenses for a budget increase. Please check the expenses that you are requesting to be included in your financial aid budget.

In addition to this form **you are required to attach supporting documentation for each expense claimed (please read reverse side for acceptable forms of verifying documentation for each category).**

Only expenses incurred during the period of enrollment for 10-11 will be considered.

Books and Supplies

Child Care

Major Auto Repairs

Medical/Dental

Special Projects

Purchase of Computer

If your request is approved, any increase to your budget will result in additional Direct loan assistance, up to your annual limit. If unmet eligibility exists beyond what can be covered by Direct loans, a Direct PLUS or private loan will be offered. **Requests must be submitted at least two (2) weeks prior to end of enrollment period/term.**

NOTE: Federal regulations require that all loans offered must be divided equally across all quarters of enrollment.

A new Electronic Financial Aid Notification (eFAN) statement will be posted on MyFAO (www.fao.ucla.edu) when your budget and awards are revised. It will be necessary for you to accept or decline the changes made to your awards.

CERTIFICATION STATEMENT: I certify that all information reported on this page is true and accurate to the best of my knowledge. I have also attached all required documentation if necessary. I understand that purposely falsifying information may lead to a cancellation of my aid and prevent me from receiving financial aid in future academic years.

Student Signature

Date

Allowance Budget and Required Documentation

Type of Allowance	Standard Budget	Maximum budget allowance	Required Documentation
Books and Supplies	Undergraduates: \$1,608/year. Graduates: \$1,953/year.	Actual Cost	Submit receipts for all expenses, so we can calculate the amount in excess of the standard budget.
Child Care	\$0	Actual Cost	Submit a personalized contract or a letter from your child-care provider describing services offered and their cost. Also, please provide proof of payment (canceled checks or receipts) for at least two consecutive months.
Major Auto Repair	\$0 (Regular maintenance expenses are included in standard budget)	Actual Cost	Expenses related to major auto repairs incurred during the enrollment period may be considered, only if the automobile is used for purposes other than commuting to and from campus. Submit receipts reflecting the cost and description of repairs performed AND a letter from your advisor (on a department letterhead) verifying the necessity for the use of your vehicle for a class related project (i.e. commuting to clinical site), other than commuting to campus.
Medical/Dental	\$0	Actual Cost	Only student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. Please provide an explanation of your condition and verify costs incurred via letters from a physician, proof of payment such as receipts or canceled checks. Estimates will not be accepted.
Special Projects (i.e. thesis, film projects, research projects, internships, service award programs)	\$0	Actual Cost	Submit an itemized budget, signed by a professor or an advisor on a department letterhead that lists individual expenses and verifies that those expenses are reasonable and necessary. Expenses incurred for special projects must be part of your required coursework. Our office will ensure that no duplication of standard budget components exists at the time of review and may follow up for receipts to verify expenses incurred, before awarding additional aid eligibility.
Purchase of Computer	\$0	Up to \$2,000	This expense will be allowed only once during student's enrollment at UCLA. Submit a receipt for the computer purchase. If expenses exceed \$2000, you must provide verification from your department certifying that the specific system requirements are necessary. Letters must be on department letterhead.
Rent			To request an adjustment to cover rent expenses, please complete a Housing Adjustment Form—available at www.fao.ucla.edu/forms.html .