

**2022 SUMMER
BUDGET INCREASE REQUEST**

Name: Last _____ First _____ UID# _____

Please use this form to request increases be made to your Summer 2022 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.

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, and itemize all expenses and circle items on supporting documentation.**

Only expenses incurred during the period of enrollment for summer term will be considered.

- Travel Child Care Medical/Dental
- Special Projects/ Equipment Purchase of Computer Rent (see back)

Please check here if you are submitting any of the budget increase items above in anticipation of receiving other aid such as **department aid, fellowship, stipends, scholarships, research funds**, etc. By checking this box we **will not offer loans**, this will be used to increase your budget to prevent over-awards.

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, a CA Dream Loan, or Private loan will be offered. ****Requests must be submitted at least two (2) weeks prior to end of enrollment period/term.****

A new Financial Aid Notification (FAN) statement will be posted on MyUCLA when your budget and awards are revised. It will be necessary for you to accept or decline the changes made to your awards within your enrollment period.

CERTIFICATION STATEMENT: I certify that all information reported on this form 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 _____

HOW TO SUBMIT		
<p><u>ONLINE</u></p> <p>Log on to MyUCLA> click Finances and Jobs tab> Financial Aid and Scholarships click> View All Documents. Attach form as necessary</p>	<p><u>FAX</u></p> <p>Fax: 310-267-4143 Attn: UCLA Financial Aid and Scholarships</p>	

Allowance Budget and Required Documentation

For expenses paid in cash, accompanying bank statements must be supplied to verify payment in addition to the documentation below.

Type of Allowance	Standard Budget	Maximum budget allowance	Required Documentation
Airfare- Rental Car-	Undergraduates: \$240 Graduates: \$ 0	Amount that exceeds standard cost	Intended to help cover cost of travel for family visits such as holidays, or family emergencies. Expenses for travel can be added to the cost of attendance twice in one academic year. Our standard budget currently includes \$240 for undergraduates, and \$0 for graduate students towards travel expenses, we will allow expenses that exceed our standard cost. *airfare should be purchased in advance and economy seating. Receipts must be provided showing name, price paid and travel date. (Travel must be within your enrollment period) **Any expense must exceed standard budget amounts listed**
Child Care	\$0	Actual Cost	Submit a personalized contract or a letter from your child-care provider describing services offered and their costs. (Private school tuition not covered) Also, please provide proof of payment (such as canceled checks, money order or copies of receipts) for <u>at least two</u> consecutive months. *Note if you are not attending for the full academic school year then the aid awarded will be prorated for the terms of attendance. *In some cases child care may be approved quarterly based on receipts provided.
Medical/Dental	Undergraduates: \$347 Graduates: \$ 375	Amount that exceeds standard cost	Only student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. We require an itemized statement verifying costs incurred via billing statement or letters from a physician AND proof of payment such as copies of receipts or cleared bank checks (front and back copy). Estimates of procedures will not be accepted. Additionally, cosmetic surgery or procedures such as braces will not be covered. *Some procedures may require an explanation from physician indicating procedure is required. **Any expense must exceed standard budget amounts listed**
Special Projects (i.e. thesis, film projects, research projects, internships, service award programs) Required Equipment (i.e. music instruments)	\$0	Actual Cost	Submit an itemized budget, signed by a professor /advisor on department letterhead that lists individual expenses and verifies that those expenses are reasonable and necessary AND <u>not paid for directly by your department</u> . 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. Special Project budget add-ons in excess of \$5,000 may be require to submit receipts before additional budget increase items are accepted.
Purchase of Computer, -	\$0 Tablet Purchase \$151 Tablets that cannot be included: i-Pad Kindle Samsung Galaxy Samsung Fire	Up to \$2,000	This expense will be allowed only once during student's enrollment per degree at UCLA. Submit a copy of a receipt verifying proof of purchase for the computer. Receipts must be in students name , or credit card used may be used to verify purchase. If purchased by parent you will need to provide a statement from parent indicating aid will be used to reimburse them. *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. **Up to \$2000**
Rent			To request an adjustment to cover rent expenses, please complete a Housing Adjustment Form —available at http://www.financialaid.ucla.edu/Forms-and-Publications