

Form submission: Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - financialaid.buffalo.edu/forms/documentation-upload-center/. Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name.
- Fax to 716-645-6566
- By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260

Instructions:

Complete the form, attach all required documentation and submit through the Document Upload Center. Incomplete requests will delay processing.

Documentation Required:

1. Completed Budget Increase form
2. All relevant receipts and or invoices
3. Signed personal statement of why this increase is necessary.
4. Use the Budget Increase for Childcare expenses where applicable.

Note: Submitting a Budget Increase does not guarantee approval and additional documentation may be required.

Legal First Name:

Legal Last Name:

Person Number:

Section 1: Purpose

I am requesting a budget increase for the following term (s):

Fall Deadline: September 15

Spring Deadline: April 15

Medical, Dental, and/or Eye Care. Paid medical expenses for emergency or essential services not covered by insurance (not cosmetic or elective).

- **Required Documentation:** a letter of explanation that includes lack of insurance coverage for service/procedure (where applicable), type of treatment(s), and treatment dates; paid receipts or medical payment plan documents.

Living Expenses-Food: Reasonable increase for groceries and personal expenses not included in the standard COA for you the student and any minor dependent in your physical household.

- **Required Documentation:** **Completed Itemized Expenses worksheet (page 2)** and paid receipts. Note: you must show that your expenses exceed what is in the standard cost of attendance.

Living Expenses- Housing: Reasonable increase for Rent and basic utilities. (excluding cable and HOA Fees)

- **Required Documentation:** **Completed Itemized Expenses worksheet (page 2)** and a copy of your current signed lease or rental agreement.

Required Travel Expenses. Reasonable travel expenses for educational travel not already included in the cost of attendance.

- **Required Documentation:** Acceptance letter and estimated budget from program of study.

Childcare Expenses. Costs incurred for childcare for class attendance, field work, internships, academic related travel, and study time. Per federal regulations, the child must be a legal dependent and reside with the student.

- **Required Documentation:** Complete the Budget Increase for Childcare Expenses Form

Computer Purchase. Students can request a budget increase for the purchase of a reasonable computer once during the degree program. In addition, while the cost for a computer is already included in the first year COA for medical and dental students, we know extenuating circumstances can and do arise. We will review budget increase requests for the cost of another computer for first year students if there is adequate supporting documentation.

- **Required Documentation:** Receipt showing item purchased – receipt must include date and amount paid. (a budget increase may be “advanced” if funds are needed to purchase the computer. You must provide a receipt once you have purchased the computer. An adjustment to the budget increase may be necessary depending on actual expense).

First Name:	Last Name:	Person Number:
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Section 2: Expense Sheet

To get a complete picture of your current expenses Complete the entire worksheet. Write NA next to items that are not applicable.

Provide housing related expenses

• Do you live on campus or off campus.	\$
○ If you live on campus, please list your rental charge per term.	\$
○ If you live off campus, list your monthly housing payment and attach a copy of your lease or rental agreement.	\$
• Child Support -Paid	

Household Size

• How many adults reside at your current address?	\$
• How many dependents reside at your current address?	
• How many adults are listed on the lease?	
• What utilities are included in your housing payment?	

List Housing Related Expenses:

• Rental Insurance	\$
• Electricity/Gas:	\$
• Water	\$
• Landline	\$
• Cellular Plan	\$
• Cable	\$
• Streaming Services	\$

Transportation Expenses

• Vehicle payments	\$
• Gasoline	\$
• Car maintenance (Inspection, registration etc.)	\$
• Auto Insurance	\$

Food and Medical Expenses

• Groceries and Incidentals	\$
• Cleaning/Toiletries	\$
• Medical co pays	\$
• Life Insurance Premiums	\$
• Disability Insurance	\$

Additional Personal Expenses

• Uniforms/ Clothing	\$
• Laundry/Dry Cleaning	\$
• Print Subscriptions	\$
• Other: Please list and explain.	\$

Section 3: Certification and Signature

I certify that all information provided in this document is true, complete, and accurate to the best of my knowledge. I attest that I have reviewed the standard COA for my academic level and have attached all required documentation. I further understand that any false statement or misrepresentation will be cause for denial, reduction, withdrawal, and/or repayment of financial aid. Also, purposely giving false or misleading information on this worksheet may lead to fines, jail sentences, or both. I authorize the University at Buffalo to make any change(s) necessary because of the updated information that I have provided.

Legal signature (do not type)	Date
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