

Student Last Name _____

First Name _____

MSU Billings ID _____

The standard budget or estimated cost of attendance (COA) includes the cost of books, supplies, travel, miscellaneous or personal expenses, and food and housing. If you have documented, special circumstances that are over and above the standard budget, you may be able to have your COA budget increased. These requests will be reviewed on a case-by-case basis.

Please note: Increasing your budget does NOT give you more financial aid if you are at your limit; however, if you are eligible for more financial aid than what your budgeted COA is, then increasing your budget may be able to help you. If you are not sure where you stand, ask a financial aid counselor to check to see if increasing your budget would be of benefit to you.

The standard budget information can be found at: www.msubillings.edu/finaid/CostOfAttendance.htm

Expenses that may be considered for COA Adjustment

- The cost of your tuition and fees
- Rent and utilities or the cost of your university residence hall.
- The cost of uninsured medical, dental, or optical expenses.
- The cost of transportation (repair costs, maintenance, fuel)
- Childcare expenses (please use Child Care Expense form)
- The cost of special books and supplies.
- Relocating expenses (entering student living off-campus only)
- Grocery expenses (if exceeding the standard amount due to special diet dictated by medical or religious reasons)
- Disability-related expenses

Examples of expenses that will not be considered

- Auto purchase or payments
- Credit card or other consumer debt payment
- Costs incurred outside of the current academic year
- Child support
- Veterinary costs, unless for a service animal
- Legal fees, bail, traffic tickets, parking tickets, or fines
- Luxury items, such as premium cable channels
- Costs incurred by a family member or other people, including a spouse or a roommate

Check Expense(s) You'd Like Reviewed		OFFICE USE ONLY	
Reason for Budget Adjustment	Estimate Monthly Amount of Expense	Amount listed in COA	New Amount
✓ Tuition and Fees			
Books & Supplies*			
Housing and Utilities*			
Transportation to and from School*			
Miscellaneous / Other*			
Computer (continue to page 2)*			
Tool Expenses (continue to page 2)*			

***Attach documentation that shows the date each cost was incurred, the amount you paid, and a brief description of each cost.**

Request for Additional Funding

Check one or more of the following:

- ☐ I request the maximum amount of Federal Student Loans.
- ☐ I request an additional \$ _____ in Federal Student Loans.
- ☐ I request an additional \$ _____ in Work-Study.
- ☐ Other types of aid (description/amount) _____

I certify the information on this form and what I am submitting are both true and complete to the best of my knowledge. I understand that purposely giving false or misleading information may result in fines, penalties, and/or reduction or immediate repayment of aid. I understand that I may not be funded the full amount of my request and that the information provided on this form may affect my financial aid eligibility.

Student signature _____

Date _____

TOOL EXPENSE REQUEST

Students may request additional financial aid for the purchase of required tools during their 1st semester of core program classes.

Please read and initial the following.

- _____ I understand that I can receive additional student aid funds for tools **one time** during my program.
- _____ I understand that I may be asked to provide proof that I purchased tools after my funds are disbursed.
- _____ I understand that any additional funds will be Subsidized Direct, Unsubsidized Direct, and/or an Alternative Loans

\$ _____ Amount I am requesting (*See estimated costs of tools below*)

Estimated Tool Costs

Program	Estimated Tool Cost
Auto Collision Repair & Refinishing	\$4400
Automotive Collision Repair	\$2200
Automotive Refinishing	\$2200
Automotive Technology (AAS)	\$3000
Automotive Technology (Cert)	\$1500
Diesel Technology	\$3500
Metal Fabrication (AAS)	\$1100

***Documentation will be required if tool costs exceed estimated total.**

COMPUTER EXPENSE REQUEST

One time during their degree, students can request additional financial aid for the purchase of a computer and computer accessories.

Please read and initial the following. Please attach documentation of your computer expenses.

- _____ I understand that I can receive additional student aid funds **one time** during my degree.
- _____ I understand that I may be asked to provide proof of purchase after my funds are disbursed.
- _____ I understand that any additional funds will be Subsidized, Unsubsidized, and/or an Alternative Loans.

\$ _____ Amount I am requesting (attach receipt of computer purchase or print-off of computer cost)

PROFESSIONAL CREDENTIAL / LICENSE

Students may request additional aid for an allowance for the one-time direct costs of obtaining a first professional license or certificate for students who are enrolled in a program that requires such professional licensure or certification. Examples of allowable costs include fees charged to take a licensing exam, cost of applying for and obtaining the license or certification. The costs must be incurred during (not after) a period of enrollment.

\$ _____ Amount I am requesting (You must attach receipt(s) or a billing statement that shows the costs incurred and dates)

***Additional funds will be Subsidized Direct, Unsubsidized Direct and/or Alternative Loans unless participating in the Rural Eastern Montana Nursing Expansion Program.**