

**Last Name**
**First Name**
**Student ID (Last Four Only)**

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: [msun.edu/busserv/tuitfees.aspx](https://msun.edu/busserv/tuitfees.aspx).

Expenses that may be considered for COA Adjustment
<ul style="list-style-type: none"> <li>• The cost of your tuition and fees</li> <li>• Rent and utilities or the cost of your university residence hall.</li> <li>• The cost of uninsured medical, dental, or optical expenses.</li> <li>• The cost of transportation (repair costs, maintenance, fuel)</li> <li>• Childcare expenses (please use Child Care Expense form)</li> <li>• The cost of special books and supplies.</li> <li>• Relocating expenses (entering student living off-campus only)</li> <li>• Grocery expenses (if exceeding the standard amount due to special diet dictated by medical or religious reasons)</li> <li>• Disability-related expenses</li> </ul>

Examples of expenses that will not considered
<ul style="list-style-type: none"> <li>• Auto purchase or payments</li> <li>• Credit card or other consumer debt payment</li> <li>• Costs incurred outside of the current academic year</li> <li>• Child support</li> <li>• Veterinary costs, unless for a service animal</li> <li>• Legal fees, bail, traffic tickets, parking tickets, or fines</li> <li>• Luxury items, such as premium cable channels</li> <li>• Costs incurred by a family member or other people, including a spouse or a roommate</li> </ul>

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's signature**

 \_\_\_\_\_  
**Date**

## TOOL EXPENSE REQUEST

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

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

\_\_\_\_\_ I understand that I can receive additional student aid funds for tools **one time** during my program.

\_\_\_\_\_ I understand that I will be asked to provide proof that I purchased tools after my funds are disbursed.

\_\_\_\_\_ I understand that any additional funds will be Subsidized, Unsubsidized, and/or Alternative Loans

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

**\* Please attach documentation of your tool costs \***

## COMPUTER EXPENSE REQUEST

One time during their degree pursuit, 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 will be asked to provide proof of purchase after my funds are disbursed.

\_\_\_\_\_ I understand that any additional funds will be Subsidized, Unsubsidized, and/or Alternative Loan.

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

### MSU Northern Financial Aid Office

PO Box 7751 ~ Havre, MT 59501

Tel: (406) 265-3787 Fax: 406-265-3519

Email: [finaid@msun.edu](mailto:finaid@msun.edu)

*MSU Northern does not discriminate on the basis of race, color, national origin, sex, or disability.*