



Financial Aid Office

Additional Expense Form

Student Name: _____

Falcon ID: W _____

The Financial Aid Office attempts to meet your total academic year educational costs with available aid programs. From time to time, students may incur costs beyond the standard budget. Your budget may be adjusted to include other allowable costs incurred to meet your educational needs. The request for a budget adjustment from educational expenses is reviewed on a case-by-case basis. Documentation of the additional expense is required and must be attached to this form. **Please note that an adjustment to your budget does not mean an increase to your financial aid and additional aid that may be available will be in the form of loans.** If additional documentation or clarification is needed during review, you will be contacted by a financial aid counselor.

- ☐ **Commuting Expense:** Out-of-area commuting to attend classes may be considered for additional transportation costs beyond the transportation allowance in your budget. Attach a printout from Map quest or other source to confirm total number of miles driven. A standard commuting allowance based on the State of Wisconsin mileage rates will be used to determine cost.

****If you are commuting for an internship or student teaching, you will need to provide a written statement from your department and any other documentation indicating the site of your work and the length of time of your program.**

- ☐ **Child Care Costs:** Child care expenses may be requested for care of children 12 and under. Attach documentation from your child care provider with the number of hours, days, and weeks that care is provided and the amount you are charged. You must also provide the source and amount of child care subsidy you receive. List name and age of children below:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

- ☐ **Computer Expense:** Attach a receipt, purchase order, or online quote to demonstrate your intent to purchase a computer. Computer expenses allowed for school use include a CPU, monitor, keyboard, laptop, tablet, printer, and relevant software. The maximum increase allowed for computer expenses is \$1500.

**** You may receive an adjustment for the cost for a computer purchased for educational purposes only once during your College career.**

- ☐ **Other Educational Expenses:** If you have other expenses, please attach a statement of explanation and include documentation to support the necessity of the expenses.

Items checked above and the requests I have made are accurate regarding my academic year expenses.
I have provided receipts and other appropriate documentation as proof of the information I have given.

Student Signature: _____

Date: _____