

2024-2025
Austin Peay State University
REQUEST FOR BUDGET INCREASE

Name: _____ APSU Student ID#: A _____

Students cannot borrow loans or receive financial aid in excess of their budget (financial aid cost of attendance). If a student has not received their maximum award due to meeting their budget, they may complete a budget increase request.

Note: If you have received your maximum loan amounts, a budget increase will likely not be approved.

Please check the box(es) for which you are requesting a budget increase.

- ☐ **Computer/Tablet Purchase:** If you purchased or rented a computer/ tablet during the current academic year or the summer prior to 2024-2025 enrollment, you may request a budget increase. Increases may be approved for the purchase or rental up to \$1,500 and no documentation is required. **You may only receive one budget increase for a computer/tablet purchase per academic year.**

If you spent more than \$1,500:

Required Documentation:

- ☐ Receipt detailing the purchase or rental. The receipt must be dated computer/tablet during the current academic year or the summer prior to the fall semester.
 - ☐ Justification for the larger amount.
 - Example: A letter from an advisor or instructor explaining why a graphic design student needs a more powerful computer.
- ☐ **Campus Housing:** Complete this option if you initially indicated on your FAFSA you would live at home with your parent or relatives, but you are registered for housing on Austin Peay's campus.

Required Documentation:

- ☐ No documentation must be turned in, but you must have housing charges on your student account.
- ☐ **Child Care Expenses:** Complete if you have children who must be in child care in order for you to attend school. We can only consider child care expenses you pay, for children **up to 5** years of age or after-school care for children **6 to 13** years of age.

Required Documentation:

- ☐ Letter from your child care provider itemizing your child care expenses. The letter must include the child's name and age for which care is needed, the provider's name, address, telephone number, and the amount you pay each month.
- ☐ **Medical Expenses:** We may consider a budget increase for medical or dental expenses not covered by insurance. If you incur such expenses during the academic year, provide the following documents. **This request will only be considered for medically necessary procedures or hospital stays.**

Required Documentation:

- ☐ Itemized statement.
 - ☐ Letter explaining your request.
- ☐ **Extra Tuition/Course-Related Cost:** Complete if you have additional tuition and/or course-related charges that are not already taken into account in the standard budget.

Required Documentation:

- ☐ Letter itemizing your additional expenses.

- ☐ For fees not reflected on your APSU account summary, attach receipts or documentation to verify your expenses and a memo from your academic department supporting the request.
- ☐ **Disability-Related Expenses:** We can only increase your budget to allow for educational expenses required to attend school that are not covered by other sources of funding such as vocational rehabilitation. For example, expenses may be for a tutor, a reader, and/or wheelchair, etc. If you incur such expenses during the academic year, provide the following documents.

Required Documentation:

- ☐ Letter itemizing your additional expenses.
- ☐ Receipts to verify your disability-related expenses and a memo supporting your request from the APSU Office of Disability Services.
- ☐ **Auto Expenses:** This increase will not be granted for normal maintenance (such as oil changes, tires, brakes, etc.). We may consider a budget increase for reasonable repair cost of your automobile not covered by insurance. If you incur such expenses during the academic year, provide the following.

Required Documentation:

- ☐ Itemized estimate for your repairs.
- ☐ **Room and Board:** This option is for less-than-half-time students and may only be used for up to three semesters, with no more than two of the semesters being consecutive.

Loan Adjustment

If your budget increase is approved and you are eligible for more loans, and if you wish to increase your loans, you must complete a Loan Adjustment Form. This form is available on the Austin Peay Financial Aid webpage.

Certification

I certify that all information provided here is true and correct. I understand that a budget increase may not affect my overall eligibility. I also authorize the Office of Student Financial Aid, Scholarships and Veterans Education Benefits to contact any person/company used as documentation, if additional information is needed.

By signing below, I understand my financial aid will be terminated if I fail to submit requested documents or knowingly provide false information on any financial aid documents required by Austin Peay State University. Aid awarded on the basis of false information will be billed to me. False or fraudulent information may be reported to the Federal Office of the Inspector General and/or the University Dean of Students.

If you have consented to electronic communication, you will receive a response to your request via your AP e-mail within ten business days.

Student Signature

Date

For Office Use Only:

_____ Ensure that the student has completed Verification prior to completing a budget increase

_____ Approved. RBAPBUD and RHACOMM.

_____ Denied. RHACOMM.

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