

## 2024-25 OMS1/OMS2 BUDGET REVISION REQUEST

Student Name (print): \_\_\_\_\_

Your PNWU budget (cost of attendance) may be adjusted to include additional allowable costs incurred to meet your educational needs (**student or dependent child only, per federal regulation**). Submission of this request is not a guarantee of approval. **Requests are reviewed on a case-by-case basis by a committee to determine approval based on federal guidelines set by the Department of Education.** Documentation of the additional expense must be attached to this request. Definition of required documentation is listed on page 2. If approved, additional expenses are funded with increased loans.

Check all boxes below that apply to your request. **Attach documentation.** Definition of required documentation is listed on page 2.

### LIVING EXPENSES

- Rent/mortgage payment: My rent or mortgage payment exceeds \$1128/month. Monthly cost is \$\_\_\_\_\_
- Food: My monthly food purchases exceed \$410/month. Monthly cost is \$\_\_\_\_\_ (**NOTE: PNWU limit for food increase is \$820**)
- Utilities: The *monthly average* of my total utilities (electricity, W/S/G, heating oil, wood pellets, etc.) exceeds \$116 per month. My *monthly average* of all combined utilities is \$\_\_\_\_\_
- Renter's insurance: The monthly cost for renter's insurance exceeds \$69/month. My monthly cost is \$\_\_\_\_\_
- Internet: The monthly cost for my Internet exceeds \$57/month. My monthly cost is \$\_\_\_\_\_
- Telephone/cell phone: The monthly cost for my phone exceeds \$73/month. My monthly cost is \$\_\_\_\_\_
- Dependent Child Assistance: Childcare costs exceed \$7688 per academic year (\$841/month). Monthly cost is \$\_\_\_\_\_

### BOOKS/SUPPLIES

- Laptop: I had to purchase a laptop to attend PNWU (increase limited to \$1000). My cost was \$\_\_\_\_\_
- Laptop needs repair/replacement, **per the PNWU Help Desk** (increase limited to \$1000). Cost: \$\_\_\_\_\_

### TRANSPORTATION AND TRAVEL

- I have recently paid for car repairs, or have a shop estimate for future repairs, **other than routine maintenance.\*** I have attached receipts or shop estimates showing a total cost of \$\_\_\_\_\_
- \*routine maintenance is explained on the back of this form**
- I have recently paid for new tires, or have a shop estimate for the purchase of tires. I have attached receipts or a shop estimate showing a total of \$\_\_\_\_\_
- My auto insurance exceeds \$100/month. My monthly cost is \$\_\_\_\_\_
- I am commuting to campus from outside the Yakima area (10+ miles each way). I have attached a map showing mileage from my home address to campus.

### MISCELLANEOUS/PERSONAL

- My health insurance premium exceeds the PNWU plan (\$3218 annually). My monthly cost is \$\_\_\_\_\_
- I have current medical dental vision prescription counseling costs not paid by insurance. (Deductible counts as cost not covered by insurance.) I have attached documentation of this expense.
- OTHER: I have other expenses not listed on this form that I wish to have considered. I have attached documentation.

\*\*\*\*\* SIGNATURE AND AID REVISION APPROVAL \*\*\*\*\*

- I request the increase(s) to my budget as noted above and I accept additional federal loans to assist with payment of these costs. Furthermore, I understand that the Federal Direct Unsubsidized Loan will be increased first if I have remaining eligibility, and the Federal Direct Graduate PLUS Loan will be increased if unsubsidized loan is not accessible.
- I acknowledge this submission is subject to committee approval based on federal guidelines set by the Department of Education.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

## **DOCUMENTATION REQUIRED FOR ADJUSTMENT TO STUDENT'S BUDGET INCREASE**

### **LIVING EXPENSES**

- Rent/mortgage payment: You must attach a signed copy of your rental agreement or a copy of your mortgage payment.
- Monthly food costs: You do not need to provide receipts for groceries. Stating your monthly expense in writing (either on this form or via email) is sufficient.
- Utilities: If possible, provide documentation of 12 months of utility costs (any 12-month period, whether January-December or July 2023-August 2024, for example) to document what the *average monthly* cost is. Please contact your utility provider to request this information for your residential address, or go online to get a printout of this information. Tell your utility company that you are documenting 12 months of utility expenses at your address for your school budget. If you use heating oil or wood pellets, you must clearly show what your annual/monthly cost for fuel is.
- Renter's insurance: You must attach a copy of your monthly or quarterly billing.
- Internet: You must attach a copy of your monthly billing. If bundled, you must clearly show Internet cost only.
- Telephone/cell phone (**student only**): You must attach a copy of your monthly billing. If bundled, you must clearly show phone cost only.
- Dependent child assistance: If you have one or more children, we have included an additional \$7688 to your cost of attendance as "dependent care assistance", to help with additional food, clothing, childcare, etc. **If you pay for childcare exceeding \$841 per month, you must provide a signed statement from the childcare provider, including the name, phone number, and address of the provider, as well the days/times of the care, and an invoice, receipt, or other documentation of the monthly expense.**

### **BOOKS/SUPPLIES**

- Laptop purchase (one-time allowable expense!): You must attach a copy of your receipt for purchase, or store/online estimate if not yet purchased. Budget increase is limited to \$1000. **A receipt is REQUIRED after the purchase.**
- Laptop repair or replacement: Sometimes repairs may be necessary. You must FIRST contact PNWU Help Desk (IT Department) and have them look at your laptop. They may be able to make the repair for you. **If they recommend off-campus repair or complete replacement, have them provide you with a written statement and attach it to your budget increase request. If you are not in Yakima, a written statement from a computer-repair company is acceptable (i.e., Geek Squad).**

### **TRANSPORTATION AND TRAVEL**

- Car repairs (**student's primary vehicle only**): Attach receipts for work that has been completed, or a shop estimate for future repairs (other than routine maintenance\* such as oil changes). **A receipt is REQUIRED after the work is completed.**
- Tire purchase (**student's primary vehicle only**): Attach a receipt for your purchase or a shop estimate for your future purchase. **A receipt is REQUIRED after the purchase if you have submitted an estimate.**
- Auto insurance (**student's primary vehicle only**): You must attach a copy of your monthly or quarterly billing.
- Commuting to campus from outside the Yakima area (10+ miles each way): You must attach a map (MapQuest, Google Map, etc.) showing mileage from your home address to campus.

**\*WHAT IS ROUTINE MAINTENANCE:** Routine maintenance is expenditures made for the regular upkeep of a vehicle, such as refill liquids most frequently used (wiper fluid, power steering fluid or transmission flush, radiator coolant, motor oil, and brake fluid, etc.); regular oil changes; swap out parts that are worn, such as brake pads, drive belts, timing belts, spark plugs, and air and fluid filters; tire rotation; check car's belts and hoses for damage; check power brakes, power steering, and radiator hoses when vehicle is close to 100,000 miles.

### **MISCELLANEOUS/PERSONAL**

- Health insurance (**student only**): You must attach a copy of your monthly or quarterly billing.
- Medical/dental/vision/prescription/counseling expenses not covered by insurance (**student or dependent children only**): You must attach documentation of these expenses, which is usually a billing showing what you owe after insurance/deductible has been applied. **Confirmation of payment is REQUIRED after the expense(s) has been paid for.**
- OTHER: If you have expenses not listed on this form that you wish to have considered, please attach an explanation of what this expense is and any applicable documentation to confirm the expense.

### **FEDERAL FINANCIAL AID CANNOT BE INCREASED TO COVER THE FOLLOWING EXPENSES, PER FEDERAL REGULATIONS**

- Spouse expenses
- Credit card payments
- Car payment
- Any other expense not directly related to completing your program of study