

## Budget Increase Policy

Revised May 2018

The Office of Financial Aid allows budget increases when students incur eligible expenses beyond the standard cost of attendance budget.

If you have any expenses meeting the criteria listed below and you would like to take out additional loans to cover these costs, please contact the Office of Financial Aid to begin the application process.

### Eligible Expenses

- **Dependent Care** (up to \$5,000 per academic year)
  - Dependent care services must coincide with the student's class and/or practicum schedule.
- **Device Purchase** (up to \$1,500)
  - Limited to one time per program
  - Eligible expenses include the device, a protection plan, and productivity software
- **Internship Interview Travel Expenses** (up to \$1,650)
  - Limited to one time per student and only for time adjacent to interview
  - Eligible expenses include airfare, ground transportation, and hotel costs
- **Residency Week Travel Expenses**
  - MA in Counseling: Clinical Mental Health Counseling – online modality students only
  - Limited to two times per student
  - Eligible expenses include coach airfare, public transportation, and standard hotel costs

### Important Policy Details:

- All budget increases are subject to approval by the Director of Financial Aid.
- All costs must be incurred within the same academic year as the budget increase request.
- Students are expected to pay all of these expenses as they are *incurred* and receipts may be submitted **afterward** for a budget increase. We will not advance funds to students who are anticipating expenses.
  - An exception to this policy may be granted for device purchases and resident week travel expenses when reasonable estimates of cost are submitted.
- **Copies of receipts** for all eligible expenses must be submitted for approval. Acceptable receipts must show the date, vendor, amount, and payment method for each expense.
  - Budget increases granted upon estimates may be adjusted based upon actual expenses.
- A budget increase can be made for approved costs only. The increase will **not** include loan origination fees on top of the approved costs.
- Additional supporting documentation may be requested at the discretion of the Office of Financial Aid.