UCLA Financial Aid & Scholarships

2023-24 BUDGET INCREASE REQUEST

_____   _____
Name: Last   First   UID#

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Please use this form to request increases be made to your **2023-24 academic year** Cost of Attendance, i.e., total financial aid budget. Budgets can only be increased by expenses incurred by and for the student. The following are allowable expenses for a budget increase. Please check the expenses that you are requesting to be included in your financial aid budget, and submit supporting documentation required on page 2.

Only expenses incurred during the period of enrollment for 2023-24 academic year will be considered.

❑ Travel   ❑ Child Care   ❑ Medical/Dental

❑ Special Projects/ Equipment   ❑ Purchase of Computer

❑   I am a Bruin Success Scholar

❑   Please check here if you are submitting any of the budget increase items above in anticipation of receiving **other aid** such as department aid, fellowship, stipends, scholarships, research funds, etc. By checking this box the Financial Aid and Scholarships Office **will not offer loans/grants**. This will only be used to increase your Cost of Attendance to allow aid from other sources to post to your account to prevent a financial aid over-award.

*Requests must be submitted at least two (2) weeks prior to the end of your enrollment period/term.

A new Financial Aid Notification (FAN) statement will be posted on MyUCLA when your budget and awards are revised. It will be necessary for you to accept or decline the changes made to your awards within your enrollment period/term.

CERTIFICATION STATEMENT: I certify that all information reported on this page is true and accurate to the best of my knowledge. I have also attached all required documentation if necessary. I understand that purposely falsifying information may lead to a cancellation of my aid and prevent me from receiving financial aid in future academic years.

_____   _____
Student Signature   Date

(OVER)

Allowance Budget and Required Documentation

Please submit acceptable forms of verifying documentation for each category and itemize all expenses and circle items on supporting documentation/receipts.

Type of Allowance	Required Documentation
Airfare/Travel	Intended to help cover cost of travel for family visits such as holidays, or family emergencies. We can consider up to four roundtrip travel expenses, such as airfare, bus, train, car rental. *Airfare should be purchased in advance and economy seating. **Receipts must be provided showing your name, price paid and travel date.** (*Travel must be within Sept 1-June 1*) We do not include the cost of rideshare transportation around town, or to and from campus.
Child Care	Submit a personalized contract or a letter from your child-care provider describing services offered and their costs. (Private school tuition not covered) Also, please provide proof of payment (such as cleared checks, money order or copies of receipts) for <u>at least</u> two consecutive months. *Note if you are not attending for the full academic school year then the aid awarded will be prorated for the terms of attendance. *In some cases child care may be approved quarterly based on receipts provided. ***For expenses paid in cash or web based service, accompanying bank statements must be supplied to verify withdraw. **
Medical/Dental	Multiple transactions require an itemized statement by date and amount paid. Proof of payment such as copies of receipts or cleared bank checks are required (front and back copy). Only student expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. Estimates of procedures will not be accepted. Additionally, cosmetic surgery or procedures such as braces will not be covered. *Some procedures may require an explanation from physician indicating procedure is required.
Special Projects (i.e. thesis, film projects, research projects, internships, service award programs, music instruments)	Submit an itemized budget, signed by a **professor /advisor** on department letterhead that lists individual expenses and verifies that those expenses are reasonable and necessary AND <u>not paid for directly by your department</u>. Expenses incurred for special projects must be part of your required coursework. Our office will ensure that no duplication of standard budget components exists at the time of review and may follow up for receipts to verify expenses incurred, before awarding additional aid eligibility. ***Special Project budget add-ons in excess of $5,000 annually may require receipts.**
Purchase of Computer Up to $2000	This expense will be allowed **only** once during student's enrollment per degree at UCLA. Submit a copy of a receipt verifying proof of purchase for the computer. Receipts must be in students name , or credit card used may be used to verify purchase. If purchased by parent you will need to provide a statement from parent indicating aid will be used to reimburse them for the cost. *If expenses exceed $2000, you must provide verification from your department certifying that the specific system requirements are necessary. Letters must be on department letterhead.

HOW TO SUBMIT

Online– My UCLA	**Electronically via Message Center:**
Log on to MyUCLA> click Finances and Jobs tab> under Financial Aid and Scholarships click> View All Documents. Attach form as necessary.	Log on to: MyUCLA • Go to: Message Center > Ask A Question • Under "Topic," enter "Financial Aid: Undergraduate/Graduate" • Subject: Budget Increase Form