

Federal regulations (HEA Sec 479A(a)) permit the Office of Student Financial Aid the ability to exercise professional judgment to make adjustments to a student's annual estimated Cost of Attendance (budget) if a special or extenuating circumstance(s) exists that has a significant financial impact on the existing budget. A student has the ability to submit a Budget Appeal along with supporting documentation to request a reevaluation to adjust certain components in the budget.

### **Definition of a Budget**

The Office of Student Financial Aid establishes each academic year an annual estimated Cost of Attendance (budget) with commonly accepted expenses such as tuition, fees, book, supplies, room and board, and personal living expenses (20 U.S.C. Sec 1087II). This estimate is developed based on certain common data for our student population.

### **Appeal Decision**

Based on the information reported in the Budget Appeal and supporting document(s), your budget will be reevaluated. If the appeal is approved, you will be awarded additional loan eligibility, or in some cases the adjustment to the budget will resolve a loan over-ward (no additional loan funds awarded).

- If additional loan funds are awarded, the amount will be based on the amount increased in your budget **and** the maximum annual loan eligibility you may receive.
- If you have already been awarded the maximum Federal Direct Loans for 2023-2024, then your options are:
  - Graduate: Direct Graduate PLUS loan or Private Education Loan
  - Undergraduate: Private Education Loan

***The appeal decision will be sent to your GSU email.***

### **Loan Information**

- For more information on loans, visit GSU Student Financial Services webpage at <http://sfs.gsu.edu/loans-work-study/loans/> or Federal Student Aid webpage at <http://studentaid.ed.gov/sa/>
- To view your financial aid award history login to [http://www.nsls.ed.gov/nsls\\_SA/](http://www.nsls.ed.gov/nsls_SA/)

### **Submittal Process**

Allow a processing period of 10 – 14 business days for the Budget Appeal to be reviewed by GSU's Financial Aid Processing Center; *the processing period may be longer during peak periods*. **If additional information is requested, this may delay the processing of your file.** Please check the status of your file at [paws.gsu.edu](http://paws.gsu.edu).

**Submittal Deadline:** The *Budget Appeal* and all supporting documentation must be submitted by:

- **Fall 2023:** October 24, 2023
- **Spring 2024:** March 18, 2024
- **Summer 2024:** July 5, 2024

Documents may be submitted via one of the methods below:

- **Mail:** Office of Student Financial Aid, P.O. Box 4040, Atlanta, GA 30302-4040
- **Fax:** 404-412-2102
- **On Campus:** Atlanta, Alpharetta, Clarkston, Decatur, Dunwoody, and Newton

**Keep copies of all documents submitted. Our office is unable to return or provide copies at a later date.**

**Include the student's Panther ID on all documents submitted.**

**KEEP THIS GUIDE FOR YOUR RECORDS**

Panther ID Number							

# BUDGET APPEAL

NAME AND ADDRESS												
Student's Last Name	First	MI	Date of Birth									
			M	M	-	D	D	-	Y	Y	Y	Y
Home Phone (area code + number)					Cell Phone (area code + number)							
Street Address										Apt/Suite No.		
City			State				Zip Code					

## PART A – Type of Circumstance

Please check all the budget component boxes below for which you are requesting consideration, submit the corresponding required documentation, and indicate the expense amount in the chart.

Budget Component	*Required Document*	Amount of Expense
<input type="checkbox"/> <b>Rent or Mortgage</b>	Copy of current signed lease or mortgage statement.	
<input type="checkbox"/> <b>Childcare expenses</b> <i>During class time, study time, fieldwork, internships, or commuting time to a school related activity.</i>	<ol style="list-style-type: none"> <li>Letter from childcare provider showing your name (student), child's name, and weekly childcare expense.</li> <li>Receipt of payment – receipt from childcare provider, processed personal check, money order, credit card, or cashier's check.</li> </ol>	
<input type="checkbox"/> <b>Computer purchase</b>	<ol style="list-style-type: none"> <li>Receipt of purchase within 2023-2024 academic year.</li> <li>Maximum allowed amount is \$1000.</li> <li>Adjustment allowed one time for the duration of the academic program.</li> </ol>	
<input type="checkbox"/> <b>Study Abroad Expenses</b> <i>Charges that exceed the existing estimated budget will be considered</i>	<ol style="list-style-type: none"> <li>Documentation of study abroad program charges.</li> <li>Airline receipt; must be listed as a required program charge.</li> </ol>	
<input type="checkbox"/> <b>Professional Licensure or certification.</b>	Receipt of cost within 2023-2024 academic year.  <i>Exam may occur after period of enrollment, but payment must occur during period of enrollment.</i>	
<input type="checkbox"/> <b>Nursing home expenses not covered by insurance</b>	<ol style="list-style-type: none"> <li>Insurance Explanation of Benefits</li> <li>Nursing home bill receipt</li> </ol>	
<input type="checkbox"/> <b>Elementary or secondary tuition</b>	Receipt of tuition payment	

\*\*\*Expenses not allowed for a budget appeal are utilities, appliance purchases, furniture purchases, car payments or insurance, credit card debt, student loan debt, and expenses incurring prior to beginning of the academic year.

