

NAME: _____

WSU ID: _____

PERIOD 2009-2010

Form FE: Academic Year Revision Request

E-mail: _____

Phone: _____

Graduation Date: _____

Requests that are incomplete will not be reviewed.

See the reverse side for more detailed information and what you must include with this form.

STEP 1 – Complete this section, then go to Step 2 below.

I am requesting a revision to my cost of attendance (budget)/awards due to:

- Grade Level:** I changed from a Freshman to Sophomore Sophomore to Junior
 Undergrad to Graduate Other
- Graduate Non-Resident:** I am a student **without an assistantship or tuition waiver** and wish to have my budget adjusted to reflect this so as to be considered for other loans.
- Special Fee(s):** I have additional special fees **on my student account.**
- Books and Supplies:** I have excessive costs and have attached receipts.
- Transportation:** I commute _____ miles _____ days a week to attend classes.
- Rent:** I have attached a copy of my lease and a letter explaining why I have extra expenses.
- Travel:** I must attend a conference to present my research. I have attached copies of my receipts and a letter from my department head supporting these expenses.
- Computer Costs:** I am claiming a one-time cost for hardware and/or software purchased for educational purposes. My receipt for the recently purchased computer, or a printout of an on-line or in-store estimate, is attached.
- Work-Study:** I am requesting that my **award be converted to a loan for:**
 Fall Spring Both **NOTE:** Once converted, work-study may not be reinstated.
- Child Care:** If you are incurring child care expenses for your legal dependent(s) and wish to be considered for additional loan funding, please complete **Form 36: Child Care Cost Verification**. This form can be found on <http://www.finaid.wsu.edu/forms.html> or from your nearest WSU campus.

STEP 2 – Tell us what you want us to do:

If I qualify for Stafford Loan(s), please accept for me the amount of my eligibility in:

- Subsidized only Subsidized & Unsubsidized Do not automatically accept my new loan

- AND -

If I do not have any Stafford Loan (subsidized or unsubsidized) eligibility left, please award:

- Parent PLUS Graduate PLUS Private/Alternative Loan

Student Signature: _____

Date Signed: _____

Return this completed form and any supporting documentation to:
Lighty SVS 380, PO Box 641068, Pullman WA 99164-1068
<http://www.finaid.wsu.edu> or fax it to: 509-335-1385

FINANCIAL AID REVISION REQUEST GUIDELINES

Each revision request received by the Office of Financial Aid and Scholarships is reviewed individually. Please allow a minimum of 2 weeks for processing. Some types of revision requests require additional information to document changes. All such supporting documentation should be attached to this form. Upon receipt of your revision request (and any required documentation), we will determine whether or not an adjustment can be made. Adjustments to your cost of attendance DO NOT GUARANTEE funding for those adjustments.

Special Fees

- Fees charged to your student account may include medical insurance, and fees related to specific courses.

Books and Supplies

- Please provide copies of receipts. You may include costs associated with your thesis or dissertation. (*Your costs must be more than \$468 per semester.)

Transportation

- Please provide the number of miles that you drive each day to make one round trip to and from school and the number of days per week that you make this commute. Car payments will not be considered. (*Your costs must be more than \$717 per semester.) The maximum amount allowable is \$3,500 for the academic year.

Rent

- You must provide documentation of the actual costs being incurred. Please provide a copy of your lease and/or mortgage. Utilities, phone bills, and cable costs will **NOT** be considered. (*Your rent must be more than \$542 per month.) **The rent maximum is \$800 per month to cover this expense. Higher expenses can not be funded.**

Travel

- You must provide a letter from your department head supporting the travel, and you must document the costs such as fees, transportation, and lodging. **No more than one professional conference will be funded annually.**

Computer Costs

- You may claim a one-time cost for a computer purchased (hardware and/or software) for educational purposes. Attach your receipt for the recently purchased computer or a printout of an on-line or in-store estimate.
- **Computer costs may only be met with loan funds** (Stafford/Grad PLUS/Parent PLUS/private) **depending on your eligibility. Maximum increase to your budget to cover this expense is \$1,750** (unless extenuating circumstances can be documented). **This is a one-time only WSU adjustment.** Please check with a counselor if you have questions.

Child Care

- Child care costs will only be considered if they occur during periods of class or study time, field work, internships and/or commuting time for the student. When we receive your completed Form 36, we will adjust your budget and award additional loan eligibility, if available, to assist with your child care expenses.

Work-Study

- If you request to convert your work-study award to loan eligibility and are currently earning work-study funds, please also attach or submit a letter from your work-study employer stating the last date you will be earning those funds.

**Amounts listed are for undergraduate students. If you are a graduate or professional student, please ask a financial aid counselor for the applicable amounts.*

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