Budget Adjustment Request Form  
2015-16

The purpose of this document is to notify the Office of Student Financial Aid of additional expenses that you, the student, are incurring for the reason listed below. An offer of additional aid is not guaranteed. Each adjustment is reviewed on a case-by-case basis. **KUMC has a "NO" cash policy for budget adjustments.** We must be able to substantiate your expenses. This is a reimbursement process. You will be notified in writing (e-mail) of the outcome of your request.

Budget adjustment forms will be accepted until **May 1, 2016.** Please refer to the Budget Adjustments Policy on our website for more information about budget adjustments. [KUMC Financial Aid Website](#)

**Budget Categories (Please check following)**

- Computer Purchase
- Medical/Dental Expenses
- Vehicle Repairs
- Other Expenses

- Dependent Care (requires a different form called the Dependent Care Budget Adjustment Form)
- Second Year Medical Student Board Preparation (requires different forms; to be distributed to students separately)

**Computer Purchase**  
A budget adjustment for up to $2500 may be made for the purchase of a computer. Only one increase is allowed per the student's academic program. The Student Financial Aid Office will consider costs associated with the purchase of a CPU, monitor, printer, and other reasonable hardware/software. Proof that the student made the purchase is required. KUMC has a NO CASH policy. Please attach receipts with the student's name as the purchaser for this equipment. The receipts must be submitted prior to the disbursement of aid for this purchase.

Students are permitted to purchase the computer no earlier than May 1 if starting in the summer, July 1 if starting in the fall, and December 1 if starting in the spring. Students in the final term/semester of their program are not eligible for this increase. Students in the pre-matriculation program the summer before the first year of medical school are permitted to purchase the computer no earlier than May 1; however, reimbursement with federal assistance for these students will not be available until the fall term, and is contingent upon enrollment in the School of Medicine.

**Vehicle Repairs**  
While a student's financial aid budget includes an allowance for maintenance and repairs of a vehicle, an adjustment can be made for car repairs that exceed the budgeted amount. The increase will represent the difference between the actual repairs and budget allowance. The monthly amount for transportation in the budget may be found at this website under the Student Budgets link: [KUMC Financial Aid Website](#). Receipts must be attached for any repairs for which the budget adjustment is requested. Receipts must be submitted prior to the release of any subsequent financial aid. Please describe the repair needed below. (Attach additional sheets as necessary).

KUMC will not provide additional aid to cover costs due to an accident, but may be able assist with the insurance deductible. For more information, please visit the following website: [http://www.kumc.edu/student-services/student-financial-aid/policies/budget-adjustments-policy.html](http://www.kumc.edu/student-services/student-financial-aid/policies/budget-adjustments-policy.html#Vehicle Repairs)
Medical/Dental Expenses
The student financial aid budget includes an allowance for medical/dental expenses and health insurance. A budget adjustment for medically necessary procedures for the amount which exceeds the budget allowances can be made. After payment of the procedure, the student must submit receipts. Receipts must be submitted prior to any disbursement of subsequent financial aid. Please attach proof of insurance to this form.

Please describe the additional medical/dental expense below (attach additional sheets as necessary).

____________________________________________________________________________________
____________________________________________________________________________________

(Signature required on second page)

Other
Examples of “other” type of expenses might be the purchase of equipment required by your academic department but not already included in the student’s Cost of Attendance, the addition of loan fees, or an increase for actual tuition expenses that exceed the amount allowed in the student’s Cost of Attendance. If you have questions about the types of documentation required about each of these examples, please contact the Office of Student Financial Aid.

Students having extenuating circumstances other than those described above may wish to make an appointment to meet with a staff member in the Office of Student Financial Aid. Please use the spaces below and attach additional sheets as necessary.

____________________________________________________________________________________
____________________________________________________________________________________

All students must sign and date:
I attest to the accuracy of the information in this document.

____________________________________________  __________________________
STUDENT’S SIGNATURE       DATE

If you have requested an adjustment for medical/dental expenses, please sign and date again below if you authorize our office to contact your insurance provider if clarification is required.

____________________________________________  __________________________
STUDENT’S SIGNATURE       DATE

Return to:
University of Kansas Medical Center
Student Financial Aid
3901 Rainbow Blvd., G035 Dykes Library
Mail Stop 4005
Kansas City, KS 66160-7192
(913) 588-5170 Phone (913) 588-8841 Fax

For Department Use Only:
Budget Maint. ______
Award Entry ______
Comment ______
Email ______
Date completed ______
By ______