2024-2025 BUDGET INCREASE REQUEST
(Summer Term 2024 – Spring Term 2025)

Student Last Name	Student First Name
Student ID#	Date of Birth

Each student is given a standard budget for tuition and fees, books/supplies, living expenses, transportation, and personal expenses for the academic year. In certain cases you may request an increase to that budget. Students can make one budget increase request per each award year and can only be increased for expenses for which the student is responsible. Increasing your budget by the approved amount creates additional need, which **MAY** increase your loan eligibility. Not all students have additional loans available.

In addition to this form, you are **required to**:

☐ Provide acceptable supporting documentation for each expense claimed (*See reverse side)*.
☐ Provide proof that you reviewed your current federal student loan balance by printing out your "Financial Aid Review" from Federal Student Aid Dashboard (not required if no loan debt).
☐ If you're seeking additional Direct Loans, review your Award Offer and compare your aid to the loan limit table below. Loan limits are based on year in college (number of credits) and dependency status.

The following are allowable expenses for a budget increase. Check the expenses that you are asking to be included in your financial aid budget:

☐ Transportation to off-campus course requirement
☐ Child care
☐ Tools/Equipment/Supplies required for program of study
☐ Purchase of a computer (one-time only purchase)
☐ Special course fees (differential fees)
☐ Credential costs

By signing this form, I understand that this does not guarantee additional funding and that the Office of Financial Aid and Scholarships has the right to deny my request. By signing this form, I certify that all information provided is true and correct to the best of my knowledge. I understand and agree that it is my responsibility to notify the Office of Financial Aid and Scholarships of any changes to this information.

I understand that if my request is not approved, I am responsible for payment of all expenses, including purchases made at the CCC Bookstore. I may be subject to future registration and transcript holds until all amounts due, including principal, all fees, and collection costs are paid in full.

Student Signature _____   Date_____

*Please note annual loan limits in table below

Year in College	Dependent Annual Loan Limit	Independent Annual Loan Limit
1st Year (0-44 Credits)	$5,500 (Subsidized + Unsubsidized)	$9,500 (Subsidized + Unsubsidized)
2nd Year (45+ Credits)	$6,500 (Subsidized + Unsubsidized)	$10,500 (Subsidized + Unsubsidized)

Office of Financial Aid and Scholarships – 19600 Molalla Avenue, Oregon City, OR 97045
Phone: 503-594-6082 – Fax: 503-722-5864 – email: finaid@clackamas.edu – www.clackamas.edu

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Allowances & Required Documentation

*Please submit ALL required documents

Type of Allowance	Description and Required documentation	Complete this section
Transportation to off campus course requirements	Intended to help cover cost of travel off campus for required coursework. Ex: Clinical training or externships for a healthcare program. Submit round trip mileage and documentation of requirement.	Total miles round trip per day? _____ How many required days per week? _____ How many weeks? _____ How many terms? _____ □ I have provided mileage documentation □ I have provided proof of travel requirement (Syllabi, course registration)
Child care	Submit a contract or a letter from your child care provider describing services offered and their costs. School tuition is not covered. Provide proof of payment (cancelled check or a receipt) for at least two consecutive months.	Name and Age of Child(ren): _____ _____ Do you receive child care subsidies (AFS, Child Care Block Grant)? __No __Yes Amount per month? $_____ Total Monthly Childcare Expense: $_____ □ I have provided a contract or letter from child care provider
Tools, Equipment, or Supplies required for program	Submit a copy of a receipt verifying proof of purchase for the tools, equipment or supplies. Receipts must be in student's name. Attach documentation showing expense is required.	Amount of purchase $_____ □ I have attached the receipt from the purchase of tools/equipment/supplies □ I have attached proof of payment □ I have attached documentation of required expense
Purchase of a computer	This is a <u>one-time only</u> expense during your education at CCC. Tablets will not be funded. Maximum increase is limited to $1,500. Submit a copy of a receipt in your name verifying proof of purchase for the computer and necessary software.	Amount of computer purchase $_____ □ I have attached the receipt from the purchase of my computer □ I have attached proof of payment □ I understand the maximum amount is $1,500 □ I understand that expenses are limited to the purchase of the computer, monitor, keyboard, mouse, printer, and any necessary educational software. No optional equipment/services will be included.
Course Fees and other fees	Certain classes have special fees in addition to tuition and the general fees. Submit a copy of your student account charges that have higher course fees. Other fees that may be considered are testing fees incurred while in school, that are required for your program.	Type of fee:_____ Amount of fees $_____ □ I have attached a copy of my student account indicating higher course fees □ I have attached a copy of my class registration, **OR** □ I have attached proof of payment for other fees with documentation of required fee
Credential costs	Some programs have testing for licensure or certification costs associated with them.	Type of fee:_____ Amount of fees $_____ □ I have attached proof of required fee.

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