

GENERAL INFORMATION AND INSTRUCTIONS FOR BUDGET ADD-ONS

A budget add-on is a request to increase your student budget or cost of attendance due to additional costs that are not a part of your basic UCSD student budget. *These costs must be incurred during your period of attendance at UCSD for the current academic year with the exception of a computer purchased during the summer (on or after August 1st of the academic year) for use during the fall term.* You must be a current, registered UCSD student to apply for a budget add-on. All budget add-on requests must be submitted by **Monday, May 15, 2017** of the current academic year. **A submission of a request does not guarantee an approval.**

- ❖ Follow the instructions on the budget add-on forms carefully and completely.
- ❖ Before submitting your budget add-on request and supporting documents to the Financial Aid and Scholarships Office (FASO) make copies of everything (receipts, bills, cancelled checks, etc.). **NOTE** - All documentation submitted will become the property of the FASO and will not be returned. Although we will accept photocopies, you must provide the original documents if requested by our office. **The FASO cannot make photocopies of your request(s) or supporting documents.**
SAVE COPIES OF ALL RECEIPTS

Budget add-ons may be requested for the following expenses:

- Books.Supplies.Tutorial Expenses
- Child Care Expenses
- Computer Hardware.Software.Equipment
- Medical.Dental.Optical Insurance
- Rent and Utilities
- Specialized Services.Books.Supplies.Equipment for UCSD Classes
- Transportation

BUDGET ADD-ON INSTRUCTIONS:

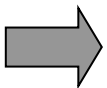
STEP 1:

Obtain the appropriate budget add-on form for the category (you may choose more than one) of your budget add-on request.

NOTE: These forms are available at the Financial Aid and Scholarships Office, or you may **download them from our website:** <http://fao.ucsd.edu>

STEP 2:

Submit all required documents or statements as described on the budget add-on form to the Financial Aid and Scholarships Office. Organize, label and total all items submitted. Be sure to include only those expenses to be incurred during your period of attendance at UCSD for the current academic year (or for a computer purchased during the summer (**on or after August 1st**) for use during the fall term). **DO NOT** include other summer expenses.



Our office will review your budget add-on request(s) within 5-7 business days*. You will be notified of the decision via email.

STEP 3: (This can be done at the same time as Step 2, or upon approval of your budget add-on.)

Submit a loan request form for the additional subsidized/unsubsidized Stafford and/or PLUS loan(s).

This form is available at the Financial Aid and Scholarships Office, or you may **download this form from our website:** <http://fao.ucsd.edu>

REMINDERS

- ✓ The last day to request a budget add-on revisions for the academic year is **Monday, May 15, 2017**. **Submission of a request does not guarantee an approval.**

* Review of budget add-on requests may be delayed due to additional verification requested by our office, or during heavy workload periods.