



Office of Student Financial Aid

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www.subr.edu

2016-2017 Special Expense Form

Name _____ SSN or SID _____
(Print: Last, First, Middle)

Signature _____ Date _____
(Signature affirms that information provided is accurate.)

Home Phone Number (____) _____ Work Phone Number (____) _____

I. Books and Supplies

The standard book/supply allowance can be replaced with a new allowance which includes both standard items and special items for engineering, art/design, and other similar courses. (Estimates or actual figures are acceptable.)

Your total book costs per semester \$ _____

Your total supply costs per semester \$ _____

Documentation:

- Provide a statement indicating your situation along with documentation
- Confirmation from instructor or adviser that total cost is reasonable.
- If available, receipts for items purchased.

Academic advisor/instructor signature _____ Department _____ Date _____
(Signature affirms that book/supply cost is reasonable for student's courses.)

II. Transportation

The standard transportation allowance can be replaced with a new allowance specifically calculated to reflect your mileage to and from campus. To determine the new or actual transportation cost allowance, complete the section below and the reason for the non standard transportation.

_____ miles per week X _____ weeks of school X \$.51 per mile = \$ _____ (New allowance.)

Documentation:

- Provide a statement indicating your situation along with documentation [copy of class schedule and Map Quest directions (distance) from home to school].
- Reason for non-standard transportation expense

III. Costs Associated with the Purchase of a Personal Computer or Laptop for Educational Purposes.

The maximum allowance for the purchase of a personal computer (PC) or Laptop for educational purposes will be \$ 2,000. Only in situation where the purchase is necessary for educational purposes will this allowance be considered. Purchase must be made during the academic year in which the request is being made. (example. Purchase must be made between July 1, 2016 and June 30, 2017 for the 2016-2017 academic period)

Documentation:

- Provide a statement indicating your situation along with documentation
- Statement from your instructor or academic advisor that the PC or Laptop is necessary to complete your requirements or that it is needed for educational purposes.
- Provide Original Receipts

IV. Other

FOR OFFICE USE ONLY		
Books and Supplies	Original Amount \$	Amount Allowed \$
Transportation	Original Amount \$	Amount Allowed \$
Disability Related	Original Amount \$	Amount Allowed \$
Private Elem/Sec. Tuition	Original Amount \$	Amount Allowed \$
Miscellaneous	Original Amount \$	Amount Allowed \$
Budget Adjustment	Original Amount \$	Amount Allowed \$
Total Cost of Attendance Budget	Original Amount \$	Revised Amount \$
Comments		
Financial Aid Advisor's/Administrator's Signature		Date