



SUNY Potsdam One Stop, 44 Pierrepoint Avenue, Potsdam, NY 13676  
 (315)267-2943 (t); (315)267-3067 (f); onestop@potsdam.edu

## Budget Adjustment Form

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ ID#: \_\_\_\_\_

(No physical signature required if sending form from Potsdam email account) I certify that, to the best of my knowledge, the information and supporting documentation provided accurately reflect the actual costs for the listed expenses.

What semester(s) is this adjustment for? Summer 2021 \_\_\_\_\_ Fall 2021 \_\_\_\_\_ Spring 2022 \_\_\_\_\_

Listed below are the allowable expenses, followed by the \*required documentation. *See Cost Breakdown\* on next page*

<u>Expense</u>	<u>Amount</u>		<u>*Required Documentation</u>
	<u>Fall</u>	<u>Spring</u>	
Child Care	_____	_____	Written statement from child care provider (Documentation must include Name, address, phone # and signature of provider if applicable. Must have hours per week, and cost per hour.)
Computer	_____	_____	Receipt for computer (Maximum \$1500) (Must have been purchased within the last year) (Can only increase once during your academic career)
Instrument	_____	_____	Written estimate or receipt for instrument and Written justification from faculty/advisor
Rent & Utilities	_____	_____	Written statement from landlord or copy of lease and copies of recent utility bills (must exceed budgeted amount, see back)
Other	_____	_____	e.g. Study Abroad, Student Teaching, Internship, NSE (Must have written budget with costs)
Mileage	_____	_____	Written statement indicating the mileage between home and SUNY Potsdam (e.g.: print out from map quest) and the number of days traveled per week. (Must be greater than 50 mile round trip.)

**Only certain expenses directly related to your enrollment in this institution will be considered (ex. Study abroad, rent above the standard costs\*, commuting from an unusually long distance, child care costs while you attend classes.)** Car insurance, car payments, cell phone, internet access, credit card payments, cable and phone are considered non-essential personal expenses which **CANNOT** be considered.

**\*IN MOST CASES, THE TYPE OF AID AVAILABLE AFTER ADJUSTMENTS MAY ONLY BE FEDERAL OR PRIVATE LOANS.**

Please complete and return this form to the Financial Aid Office along with all documentation required by uploading to our secure file drop location at <https://filedrop.potsdam.edu/finaid>

**♦2021/2022 Budget Components for Off Campus Student**

<b>Room</b>	<b>\$6474/year</b>	<b>\$3237/semester</b>
<b>Board</b>	<b>\$3578/year</b>	<b>\$1789/semester</b>
<b>Travel</b>	<b>\$820/year</b>	<b>\$410/semester</b>
<b>Books</b>	<b>\$950/year</b>	<b>\$475/semester</b>

*If your documented costs do not exceed these figures, no adjustments will be made.*

**◆ Maximum Annual Loan Limits—Subsidized and Unsubsidized Direct Stafford Loans**

<b>YEAR</b>	<b>Dependent Undergraduate</b>	<b>Independent Undergraduate</b>	<b>Graduate</b>
<b>First Year</b>	<b>\$5,500</b>	<b>\$9,500</b>	<b>20,500</b>
<b>Second Year</b>	<b>\$6,500</b>	<b>\$10,500</b>	
<b>Third Year and Beyond</b>	<b>\$7,500</b>	<b>\$12,500</b>	

**If your loans equal these annual limits:**

- **Dependent Undergraduate students would only be eligible to apply for additional PLUS loan or Alternative (Private) loan funding.**
- **Independent Undergraduate students would only be eligible to apply for Alternative (Private) loan funding**
- **Independent Graduate students would be eligible to apply for Graduate PLUS loan or Alternative (private) loan funding.**