

TO EXPEDITE DELIVERY -
Scan and upload completed form on
AidLink.

Use the "Load Documents" option
on the home page.

Load Documents
Please upload your Financial Aid and Scholarship documents



SAN DIEGO STATE
UNIVERSITY

Office of Financial Aid and Scholarships
5500 Campanile Drive
San Diego, CA 92182-7436
Web: sdsu.edu/financialaid

2021-22 Study Abroad Student's Request for a Budget Increase Winter Break, Spring Break, or Summer Term

This information is provided to help you request a review of your aid eligibility due to travel and transportation expenses you incurred for your study abroad experience during the winter break, spring break, or the summer term.

If you are participating in a study abroad program during the fall and/or spring semesters, you already have allowances for travel and transportation built into your cost of attendance. In some cases, expenses that you incur may be higher than the standard cost of attendance that includes tuition, room, food, transportation, and personal expenses. Check with a financial aid counselor to see if your travel expenses qualify. If so, you may use this form to request an increase to your fall and spring semester costs. **We can consider your study abroad costs only if they fall within a period of time when you are enrolled at least half-time at SDSU.** For example, if you go abroad for a 3 week program in July but do not enroll at least half-time in SDSU summer session, we **cannot** consider your additional expenses.

Study Abroad Travel and Transportation Expenses That May Be Considered

Listed below are the types of expenses we may be able to consider and the documentation required.

Travel: Travel expenses such as airline tickets. Provide a copy of your paid receipt and travel itinerary.

Transportation: Transportation while abroad such as a bus pass or train pass. Provide a copy of your paid receipt.

Travel documents: Provide a copy of your paid receipt to obtain a passport or renew your passport.

For the expenses you submit:

- We can consider only your expenses. We cannot consider expenses for children, a spouse, parents, etc.
- Payment documentation must verify **you** (the student) made the payments. **Payments made in cash or by someone else cannot be accepted.**
- Attach proof of payment (photocopies of credit card receipts, canceled checks, bank statements, etc.) for all expenses you submit. Bank or credit card statements that do not have your name printed on them by the bank or merchant must be accompanied by additional documentation to show that the funds for the purchase came from an account in your name. Additional documentation might include a photocopy of a canceled check or the bank card used during purchase so that we can match the account number on the receipt with your name.
- If you list expenses but do not provide any receipts or proof of payment, these expenses will not be considered.

IMPORTANT: Any documents suspected of being forged, altered or falsified will be referred to the Center for Student Rights and Responsibilities. All financial aid will be on hold until the outcome of a review by that office.

Study Abroad Resources

All resources you receive must be taken into account when determining your eligibility. This includes scholarships or other resources you receive from San Diego State University or from an external entity.

You must notify the Office of Financial Aid and Scholarships of sources and amounts of assistance you receive or anticipate receiving so that we may determine that you have the correct amount of financial aid.

Report travel and other expenses reimbursed by your department. Report scholarships, private education loans (alternative loans), a fellowship, a stipend, or a research or teaching assistantship.

Deadlines and Processing Time Frame

Submit the worksheet on page 2 and required documentation by:

- **Monday, April 11, 2022** (by 3:00 p.m. Pacific Time) for a winter break or spring break study abroad program
- **Friday, July 15, 2022** (by 3:00 p.m. Pacific Time) for a summer term study abroad program

Allow 3 weeks after you submit your request for a response. A financial aid counselor will leave an AidLink message giving you the results of your request.

TO EXPEDITE DELIVERY -
Scan and upload completed form on
AidLink.

Use the "Load Documents" option
on the home page.

Load Documents

Please upload your Financial Aid and
Scholarship documents



SAN DIEGO STATE
UNIVERSITY

Office of Financial Aid and Scholarships
5500 Campanile Drive
San Diego, CA 92182-7436
Web: sdsu.edu/financialaid

FILL IN STUDENT INFORMATION

Last Name _____
First Name _____
Telephone Number _____
SDSU Red I.D. Number _____

**2021-22 Study Abroad
Student Request for Budget Increase Worksheet**

- Clearly itemize your expenses below or attach an organized typed list complete with the detail requested in this worksheet.
- If you are submitting multiple receipts, group them by type of expense and highlight your name, date, and dollar amounts on each.
- Attach photocopies of receipts and supporting documentation as described on page 1.
- Attach proof of payment (copies of credit card receipts, canceled checks, bank statements, etc.) for each receipt. Payment documentation must verify you made the payment(s). **Payments made in cash or by someone else cannot be accepted.**
- Submit this worksheet and/or typed list of expenses and all documentation by the deadlines described on page 1.

Study Abroad

Program Name: _____ Dates of travel: _____

Travel Expenses

Date Purchased	Name of Airline Travel Provider (if other than by airplane, indicate type of travel expense)	Cost of Ticket

Transportation Expenses

Date Purchased	Type of Transportation (i.e., train, bus pass, etc. while at your study abroad program)	Cost of Service

Travel Document Expenses

Date Purchased	Type of Document (e.g., passport)	Cost

In most cases, the additional funding available will be from the Federal Direct Student Loan, the Federal Direct Grad PLUS, and/or Federal Direct Parent PLUS Loan Programs within your borrowing limits. If you are eligible for additional loan funds due to a budget increase, the funds will be disbursed in two equal payments, one for the fall and one for the spring term. State your specific request.

- ☐ I have been offered a scholarship to help with my study abroad expenses.
List the name or source of the scholarship _____ List the amount: \$ _____
- ☐ I want to be considered for the maximum subsidized and/or unsubsidized loan I can borrow for my grade level.
- ☐ I want to be considered for the maximum Grad PLUS Loan.
- ☐ Other _____ (specify - Work Study, Alternative Loan, reinstate scholarship, etc.)
- ☐ I want to be considered for the maximum Parent PLUS Loan.

My signature certifies that this information is complete and accurate, and I have included appropriate receipts and documentation to support this request.

Student Signature

Date