

Your total financial aid cannot exceed your academic year “Cost of Attendance”/budget. The Office of Financial Aid has estimated your educationally related expenses in accordance with federal regulations including your enrollment, on or off campus housing and grade level. For consideration of documented expenses that exceed these estimates, you may complete this appeal and provide that documentation for review. Approvals are at the discretion of the Office of Financial Aid, in accordance with federal regulations. You will be notified in writing when a decision has been made.

**Appeal Deadline:**    **Fall/Spring Term – October 31st**    **Spring Term – March 31st**    **Summer Term – June 30th**

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**SECTION 1: IDENTIFICATION**


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Student Name:       Roosevelt ID #:

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**SECTION 2: LIST OF RECURRING EXPENSES**


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Expense Type	Amount	Frequency (“weekly”, “monthly”,	Total Amount of Expense (Amount X
Rent/Room(Lease Agreement)	\$		\$
Day Care (Contract)	\$		\$
Other:	\$		\$
Other:	\$		\$
Other:	\$		\$
Other:	\$		\$
Other:	\$		\$

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**SECTION 3: LIST OF NON-RECURRING EXPENSES**


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Expense Type		Total Amount of Expense (Paid Receipts)
Computer/Laptop	\$	
Other:	\$	
Other:	\$	
Other:	\$	
Other:	\$	

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**SECTION 4: SUPPORTING DOCUMENTATION**


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If you submit this form without supporting documentation, your appeal will be considered incomplete. Below are examples of the types of documents you may include:

- **Rent:** Copy of lease
- **Day Care:** Contract from service provider, receipt of payment
- **Computer/ Laptop:** Receipt

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**SECTION 6: CERTIFICATION AND SIGNATURE**


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If you submit this form without supporting documentation, your appeal will be considered incomplete. Approvals are at the discretion of the Financial Aid Office. You will be notified - in writing – when a decision has been made. Your signature below certifies that you understand the contents of this form.

PHYSICAL SIGNATURE – DO NOT TYPE

**Student Signature**

**Date**

Submit this worksheet in person, by email to: [fas@roosevelt.edu](mailto:fas@roosevelt.edu), or by fax: (312) 341-3545