



# REQUEST FOR COST OF ATTENDANCE BUDGET INCREASE PROFESSIONAL EXAM/LICENSING FEES

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

You may request to increase your Cost of Attendance budget to include the cost of professional licensing exams and fees paid out of pocket. This request can include the cost of obtaining the license, certification, or professional credential required for your profession.

- The out of pocket expenses must be paid by you and this request received by the Financial Aid Office no later than 30 days prior to your last day of courses in your last semester.
- Items that can be included in this request: licensing exam fees and costs of applying for and obtaining the license or certification (request cannot include test preparation fees).

### Procedures:

- Contact your financial aid counselor to discuss your current Cost of Attendance budget to determine if submitting this request would create additional financial aid options for you.
- Complete this form.
- Attach copies of receipt(s) confirming the payment. (The documentation must include the date of expenses, proof of payment, and itemized details of what the payment covered.)
- Submit all information to the Financial Aid Office.

I understand that by submitting this form I am requesting the Financial Aid Office to increase my Cost of Attendance budget. I understand that this form is not a loan application and that it is my responsibility to contact the Financial Aid Office to discuss the options available to me as a result of any budget increase. I also understand that misrepresentation of facts in connection with this form may be sufficient cause for cancellation or repayment of my financial aid.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Original Signature Required)

University of St. Thomas | Financial Aid Office, Mail 5007 | 2115 Summit Ave. | St. Paul, MN 55105  
Phone: 651-962-6550 | Email Completed Document to: <https://liquidfiles.stthomas.edu/filedrop/FinancialAidFileDrop>

Financial Aid Office Use Only:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Aid Year: _____
Amount: _____    Comments: _____	
FAO Signature: _____	Date: _____