



## Student Information

Last Name	First Name	M.I.	FHSU ID	
Address (include apartment number)		City	State	Zip Code
E-mail Address			Phone Number	

**PLEASE READ before completing this form.** The Office of Student Financial Assistance at Fort Hays State University recognizes there may be times the Free Application for Federal Student Aid (FAFSA) does not reflect a family's current financial situation. Professional judgment is the ability to change a student's financial assistance based on unusual or special circumstances. Examples of possible circumstances are listed below. This is not intended to be all-inclusive since you may have a situation that is not categorized. Through the use of professional judgment, a financial aid administrator may be able to make adjustments to the student's financial aid application which could result in a recalculation of the student's eligibility. Once the Budget Adjustment Request, Cash Course Coursework, and supporting documentation are reviewed (within 45 days of the date the final documentation is submitted), you will be notified of the result. A review does not guarantee an adjustment to your aid. You must have a completed FAFSA on file at FHSU before any adjustments can be considered. Adjustments made based on this request apply to aid eligibility at FHSU only. \*Processing will be suspended the two weeks prior and the two weeks following the beginning of each semester.\*

**This form must be submitted prior to April 15, 2020 for Fall/Spring adjustments.**

**\*\*Request must include the Cash Course Coursework. Please see back side of worksheet for instructions on coursework completion.\*\***

**Childcare.** An Independent student is paying for childcare necessary for student to attend class.

- Indicate name and age of child and amount paid per week.
- Provide receipts or signed statements from daycare provider.

**Transportation.** A student has an unusual amount of travel or commuting expenses related to their education.

- Indicate where the student travels and how many days per week.
- Indicate the number of miles traveled (round trip per week).

**Computer (or Electronic Equivalent) Purchase.** Adjustments can be made to a student's budget (Cost of Attendance) for computer (or electronic equivalent) purchase up to \$1500 (purchases must be made between July 1, 2019, and June 30, 2020). Although the budget may be adjusted, this does not guarantee that you will have eligibility for additional aid. **Only one computer (or electronic equivalent) adjustment allowed within a four year period.**

- Documentation required (check one):
  - ☐ Attach copies of paid receipts (if requesting adjustment after purchase has been made).
  - ☐ Attach copies of purchase agreement (if requesting adjustment before purchase is made).

**Certification of Understanding:** The information I submit in support of this appeal is true and complete to the best of my knowledge. I agree to provide proof of all appeal information as indicated above. I understand that approval of this request does not assure approval of a similar future request and that any financial assistance offered is limited by the availability of funds in any given year. **I understand that the information provided in past appeals may be reviewed for accuracy and this can impact the outcome of this appeal. Further, the accuracy of the information I submit in this appeal can affect the outcome of any future appeals I may submit.** I also understand that if I purposely give false or misleading information, I may be fined, sent to prison, or both.

Signature of Student \_\_\_\_\_ Date: \_\_\_\_\_



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## Cash Coursework Instructions

- 1) Go to [www.cashcourse.org](http://www.cashcourse.org)
- 2) Click Log In in the top right banner
- 3) Enter your email address and password
  - a. IF YOU DO NOT HAVE AN ACCOUNT you will have to create an account by clicking “Create a free account here” and selecting Fort Hays State University as your school
- 4) From the **Dashboard**:
  - a. Click **Financial Tools**
  - b. Click **Coursework**
  - c. Under budgeting Basics click **View Details** and then click **Begin Course**
- 5) Take the pre-test, read the course materials, and take the final test
- 6) An email will be sent to your account email address, you have two options of delivering the test scores to the Financial Aid Office
  - a. Forward the email results to [finaid@fhsu.edu](mailto:finaid@fhsu.edu), **MAKE SURE TO ADD YOUR NAME AND STUDENT ID NUMBER TO THE EMAIL ADDRESS**
  - b. Print the results and hand deliver the results to the Financial Aid Office, **make sure the printed screen has both the email address and test results in the final print.**