

2023-2024
FBPJ

Revision Request

Professional Judgment

Office of Student Financial Services
P. O. Box 20036 • Houston, TX 77225
(713) 500-3860 phone • (713) 500-3863 fax
<https://www.uth.edu/sfs/>

Student ID

--	--	--	--	--	--	--	--	--	--

The Office of Student Financial Services has established an estimated budget for the Cost of Attendance and personal expenses based upon average yearly costs. Although every effort is made to optimize financial options for students, we understand that extraordinary circumstances arise which may require funding for additional expenses. Through professional judgment of the financial aid counselors, the Office of Student Financial Services offers the following options to help alleviate the financial burden of these situations. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department of Education.

Submit forms using ONE of the following methods:

- 1. Online:** Log on to myUTH > Upload Additional Documents > FA Unsolicited Documents > choose document type > Submit.
- 2. In Person:** UCT Building, 7000 Fannin, Suite 2220, Houston, TX 77030

COMPLETE ALL SECTIONS

Student Last Name	First Name	M.I.	Program
Student Street Address (include apt. no.)			(____) _____ Student Phone Number
City	State	Zip Code	Student Email Address

IBSTRUCTIONS

- Mark the box of the situation that may apply as listed below
- **Write a detailed letter of appeal explaining your special circumstance and submit it with this form.**
- Submit the required documentation listed for the item you checked.

Please Note: Adjustments will only be made for the **current** award year/academic period. Therefore, a student must provide receipts and/or documentation for the award year/academic period currently in progress.

COMPUTER PURCHASE

Computer revision does not include the purchase of PDAs, other such electronic device(s), ink, accessories or paper.

Budget increase for computer purchase cannot exceed \$2500 unless otherwise specified (SBMI max allowance \$2725. UTMDA max allowance \$1500). Only ONE request may be submitted during the period of undergraduate and graduate studies combined.

- Copy of final purchase receipt.
- Computer specifications from the manufacturer

DEPENDENT CARE

Dependent(s) must be 5 years of age or younger. Exceptions may be made for dependents with special needs regardless of age. Contact your Financial Aid Officer for details.

- Copy of birth certificate for dependent(s)
- Statement(s) or signed letter from child care provider indicating monthly tuition amount and number of days child(ren) attend
- Proof of full-time employment for spouse (e.g., letter from employer on company letterhead)
- Letter from Registrar or schedule for spouse attending college at least half-time in a degree-seeking program, as applicable

EXTENUATING CIRCUMSTANCES

Discuss with your Financial Aid Counselor

CERTIFICATION AND SIGNATURE

Signing below certifies that all of the information reported on this form is complete and correct. I understand this document confirms my acknowledgment of the following:

- Additional information/documentation may be requested.
- Submittal of this request does not guarantee a change in my financial aid eligibility but may result in increased loan eligibility.
- Revision Requests and accompanying documentation **must** be submitted **28 days prior** to the last day of enrollment for the **current** award year/academic period.
- There is an approximate 4-6 week processing time for each request. *Note: Processing may be delayed during peak periods.* Revision Requests for unusual circumstances (dependency status overrides) may be reviewed and processed to determine an initial award. Special circumstances (e.g., financial situations, job loss, change in housing status, computer, etc.) requests are reviewed and processed after program census date.

Student Signature (no electronic signatures accepted)

Date