The University of San Diego uses standardized budgets to determine a student’s cost of attendance (financial aid budget) for each academic year. The items included in the budget are: tuition, fees, books and supplies, room and board, transportation, personal necessities, and loan fees (when applicable). A student’s total financial aid may not exceed their cost of attendance.

Occasionally, a student will have additional educational expenses during the academic year that permit an adjustment to the standardized budget. Since all funding is limited, any increase in the budget usually will result in additional loan eligibility or, in certain circumstances, permit additional outside scholarship assistance. All documentation should be submitted to the One Stop Student Center at least 2 months prior to the end of your program.

If you want to request that the Financial Aid Review Committee reevaluate your budget, you must DOCUMENT your expenses. Be sure to note the following:

A. Check the Additional Expense Categories listed below to determine if you qualify for one or more of the approved expense increases.

B. WRITE A DETAILED DESCRIPTION of your request, itemizing the additional expenses and the dates of the payments (if applicable).

C. ATTACH DOCUMENTATION OF THE EXPENSES. Include a signed official agreement, bills, payment statements, etc. Be sure that all documentation includes your name and the dates of the transaction. Check below for the specifically required documentation.

Airline Tickets
Undergraduate students younger than 24 years old whose permanent address is not in San Diego County may be allowed the cost of two roundtrip airline tickets from San Diego to their parents'/guardian’s home to cover the cost of trips to and from USD each semester. Students enrolled in only one semester, or in an academic program of less than 5 months, are allowed the cost of only one round trip ticket.

Provide the approximate cost of the roundtrip fare, the destination, and the name of the airline. Since this is a pre-planned trip, the cost should be for a discounted flight (purchased more than two weeks in advance, non-refundable, etc.). This information will be verified by the USD Office of Financial Aid and may be modified if less expensive options appear to be available.

Car Insurance
If you pay your own car insurance and your automobile is necessary for travel to USD or work, the cost of your car insurance for the period of your attendance at USD may be included. Car insurance payments made by a student to his/her parent are not allowed.

Provide a copy of the declaration page for your auto insurance contract, including the policyholder name, the time period covered (12 months, 6 months, etc.), the policy cost and the make, model, and year of your vehicle. The USD Office of Financial Aid may request a copy of your canceled check or receipt for payment.

Homeowners/Renters Insurance
Provide a copy of the insurance policy/statement and documentation of payments made for this academic year. The policy must be in the student’s name.

Rent/Mortgage Payments or USD Housing Expenses Exceeding Standard Allowance
Rent or mortgage payments in excess of $1240 per month, may be considered as an additional expense. Only the total amount paid by the student can be used. For example, if two roommates share an apartment for $2000 per month, each person only pays $1000 and, therefore, would not be eligible for the increase.
Provide a signed copy of your rental agreement listing your name, the address, the name and number of people in the unit and the amount of the monthly payment; or a copy of your most recent monthly mortgage payment listing all responsible parties and the amount to be paid.

Undergraduate students residing on campus in a room with a semester charge greater than $4970, and graduate students with a semester cost higher than $7065, may request a budget increase to cover the actual cost of housing. Charges listed on your USD student account will be accepted as documentation for this expense.

Provide an explanation for why the higher cost room is necessary.

**Commuting Costs**

Students driving a substantial distance to USD may apply for an increase for commuting expenses if their costs exceed $95 per month.

Provide a statement listing the distance traveled and the number of commuting days each week. Note that this increase is for mileage only; car payments may not be included. Mileage expense is calculated at 57.5 cents per mile.

**Books and Supplies**

If your academic program requires books and supplies (e.g., art supplies) whose cost exceeds $45 per unit, you may submit documentation of that expense.

Provide copies of receipts.

**Computers**

Purchase of a computer and printer expense may be considered once while the student is enrolled at USD.

Submit a letter explaining the reason for the purchase and documentation for the specific cost of the equipment needed (for example, a receipt or a screenshot of the item(s) loaded into an online “shopping cart”).

**Medical, Dental, and Optical Expenses**

Extraordinary medical, dental, and optical expenses not covered by insurance, including required medical insurance paid to USD, may be considered if the expense occurs during the academic year at USD.

Provide a statement describing the expense and when it occurred, and include a copy of the billing statement. As a rule, budgets are revised based on the expense paid rather than the amount billed.

**Child Care**

Child care expenses for your dependents while you are enrolled at USD may be considered.

Provide a statement from the child care provider listing their name, address and telephone number; the child’s name, the number of hours of care per week, and the cost per hour/week. Married students will need to explain why the spouse cannot provide child care (for example, spouse is employed full-time).

**Disabled Students**

Unreimbursed expenses incurred by disabled students due to their disability during attendance at USD may be considered.

Provide a letter explaining the expense and documentation for the cost (receipts for payments).

**Other Expenses**

Dissertation costs and filing fees related to the completion of a master’s thesis or a doctoral dissertation may also be considered. In addition, costs for specialized classes (i.e. music class, student teaching) and the cost for a first professional licensure or certification may be included.

Provide a letter describing the expense and any documentation you have for it. Additional documentation may be requested.