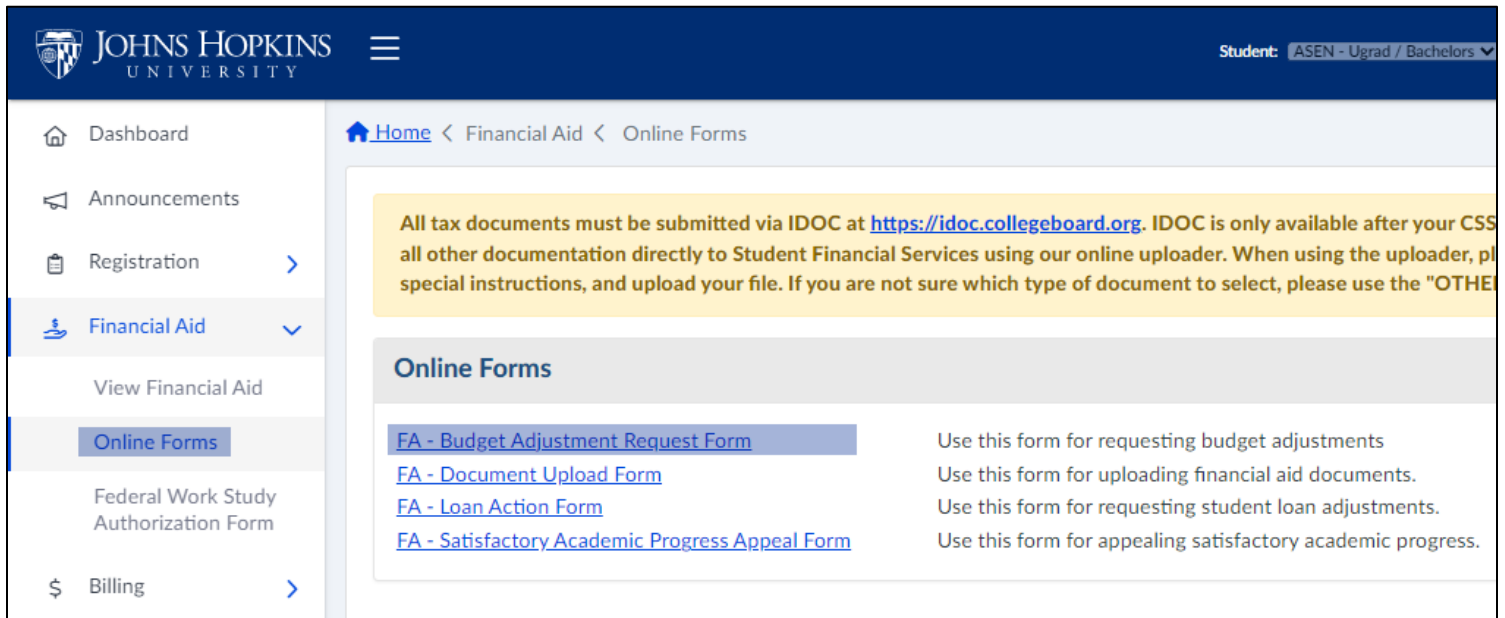


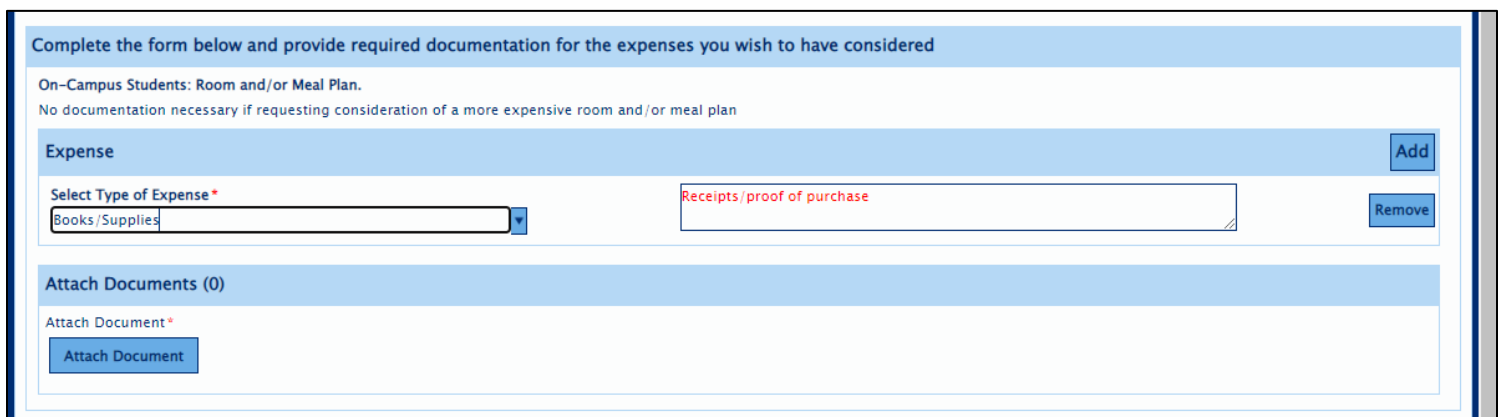
# How to Request a Budget Adjustment

**Step 1.** Log in to your JHU SIS account at sis.jhu.edu. Navigate to the Financial Aid tab and click Online Forms, then select “FA - Budget Adjustment Request Form”



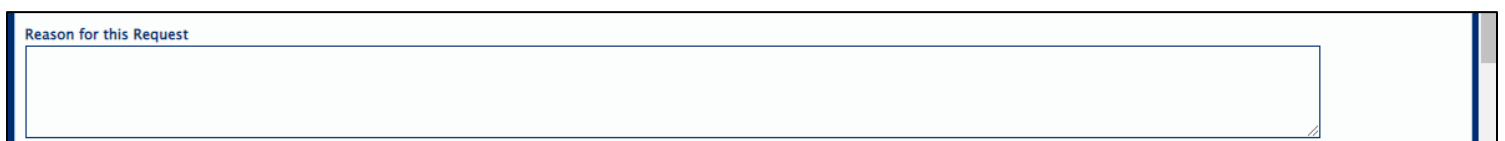
The screenshot shows the Johns Hopkins University SIS interface. The top navigation bar includes the university logo, a menu icon, and the user's name 'Student: ASEN - Ugrad / Bachelors'. A left sidebar contains navigation links: Dashboard, Announcements, Registration, Financial Aid (selected), View Financial Aid, Online Forms (highlighted), Federal Work Study Authorization Form, and Billing. The main content area shows a breadcrumb trail: Home > Financial Aid > Online Forms. A yellow banner at the top of the content area contains instructions: 'All tax documents must be submitted via IDOC at https://idoc.collegeboard.org. IDOC is only available after your CSS all other documentation directly to Student Financial Services using our online uploader. When using the uploader, pl special instructions, and upload your file. If you are not sure which type of document to select, please use the "OTHE'. Below this is a section titled 'Online Forms' with a list of links and their purposes: 'FA - Budget Adjustment Request Form' (Use this form for requesting budget adjustments), 'FA - Document Upload Form' (Use this form for uploading financial aid documents.), 'FA - Loan Action Form' (Use this form for requesting student loan adjustments.), and 'FA - Satisfactory Academic Progress Appeal Form' (Use this form for appealing satisfactory academic progress.).

**Step 2.** Your basic information should populate automatically on the budget adjustment request form. In the Expense section indicate the type of expense you are seeking an adjustment for and attach the required documentation of the expense. If you are requesting multiple adjustments click Add to add additional categories.



The screenshot shows the 'Expense' section of the form. At the top, it says 'Complete the form below and provide required documentation for the expenses you wish to have considered'. Below this, there is a section for 'On-Campus Students: Room and/or Meal Plan.' with a note: 'No documentation necessary if requesting consideration of a more expensive room and/or meal plan'. The 'Expense' section has a blue header and contains a 'Select Type of Expense\*' dropdown menu with 'Books/Supplies' selected. To the right of the dropdown is a text input field labeled 'Receipts/proof of purchase'. There are 'Add' and 'Remove' buttons next to the input field. Below the expense section is an 'Attach Documents (0)' section with an 'Attach Document\*' label and an 'Attach Document' button.

**Step 3.** Provide the reason you are requesting a budget adjustment.



The screenshot shows a large, empty text input field with the label 'Reason for this Request' at the top left.

**Step 4.** Sign the form to indicate the information submitted is true and accurate.

**Step 5.** Institutional grant may not be awarded for some requests. If you wish to borrow to cover the adjusted budget please sign to indicate you authorize the inclusion of loans.

**Step 6.** Submit the form to your financial aid advisor for a decision.

I certify all the information on this form and in attached documentation is true and accurate to the best of my knowledge. False information or misrepresentation will result in the cancellation of my request.

Date: 11/18/2022

Student Signature \*

Click to Sign Document

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**Authorization to increase Federal Direct Loans**

If my budget adjustment request is approved and I have remaining Federal Direct Subsidized and/or Unsubsidized Loan eligibility, I authorize Student Financial Services to increase these loans to cover my expenses to the maximum extent possible.

Date: 11/18/2022

Student Signature

Click to Sign Document

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Submit