

Financial Aid Revision Request Form
For Travel and Research Expenses

Name: _____ UO ID: _____

Academic Year: 20_____ to 20_____ Terms (circle): Fall Winter Spring Summer

UO Email: _____ Phone Number: _____

Changes to Estimated Student Expenses for:

Educationally-related **travel** for: **Course #/Name:** _____

Educationally-related **research** for: **Course #/Name:** _____

- 1) In the space below, please **describe your travel/research plans**, provide **start/end dates**, and provide an **itemization for anticipated or incurred expenses**, or attach documentation of itemized expenses:

- 2) **Attach a statement from your academic department**, attesting to the fact that your above-described expenses are reasonable and directly applicable to your coursework and/or pursuit of degree. Acceptable documentation is one of the following:

- a copy of an award letter for a scholarship given to you for the purpose of funding your travel/research
- a copy of your application for departmental funds to pay for your travel/research expenses
- a letter from the department to the Office of Student Financial Aid & Scholarships stating the purpose of the funds.

- 3) **Read and sign the following statement:** All of the information supplied is an accurate statement regarding my academic expenses. I understand that incorrect information may affect future financial aid funding. I have attached the required documentation to this form. I understand this budget revision may take up to two weeks to process.

Signature

Date