

Viewing a Student's Budget

Purpose: Use this document as a reference for viewing a student's budget in ctcLink.

Audience: FA Counselor/Technician.

You can review students' budget information by award period. You can view the student's cost of attendance, the amount allocated for books, transportation, tuition and fees, housing, and other categories.

 You must have at least one of these local college managed security roles:

- ZD FA Budgets
- ZD FA Director
- ZZ FA Budgets

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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Navigation: Financial Aid > Budgets > View Student Budget Summary

1. On the **Student Budget Summary** search page, enter or search for the following fields:
 - a. Student ID
 - b. Academic Institution
 - c. Aid Year
2. Select the **Search** button. The **Student Budget Maintenance** page will display.
3. Use the **Student Budget Summary** page to review a student's budget information including categories and amounts that comprise a student's budget, by award period.
4. Process complete.

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to [Viewing a Student's Budget](#). This link will open in a new tab/window.