

# 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.

## Viewing a Student's Budget

**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.