

Cost of Attendance Adjustment Request

Name: _____	
Date of Birth: _____	Student ID#: _____
E-mail: _____	Phone Number: _____
I affirm that I have read, understood, and agreed to this form in its entirety and that the information supplied is true and complete.	
Signature: _____	Date: _____

Your Cost of Attendance (or budget) is based on standard estimated educational expenses, which are used to determine a student's eligibility for financial aid. If you will incur additional education expenses and wish to be considered for a cost of education increase, complete this form and return it to Office of Financial Aid and Scholarships to consider.

- Increasing your cost of attendance (or budget) does not always result in additional financial aid.
- If we are able to increase your cost of attendance (or budget), and you are seeking additional funding, you must request that separately.

Indicate semester(s) to which the request applies. Check ALL that apply:

Fall 20 ____ Spring 20 ____ Summer 20 ____

Computer Purchase - COMP

- You must attach an advertisement, estimate, or itemized receipt (includes date of purchase).
- Your budget increase will not exceed \$1800.
- May only be used ONE TIME during an entire academic program.

Computer Upgrade - COMPU (Hardware or Software)

- You must attach an advertisement, estimate or itemized receipt which includes date of purchase.
- Your budget increase will not exceed \$500.
- A computer upgrade request cannot be utilized in the same academic year as a computer purchase request.

Study Abroad - STABD

- You must attach the approved program budget form from your study abroad advisor.

Books and Supplies Increase - PJ

- You must attach course syllabus showing required materials as well as estimated cost of materials.

Tuition Increase - PJ

- Only applicable when there is an increase in actual tuition costs above the standard semester budget totals.
- This will not be reviewed until AFTER census date for any given semester.

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- Living Expenses - LEASE**
 - You must attach proof of lease or mortgage.
 - Only applicable if total room expenses is greater than \$500 a month.

- Fall budget to Fall/Spring budget - PJ**
 - You must request an update to a fall/spring budget if you planned to graduate at the end of the fall semester but are now taking classes in the spring semester as well.

- Child Care - CHILD**
 - You must attach a receipt from the childcare provider that you have paid OR a statement from your childcare provider on their letterhead stating what your cost will be for the month per child.
 - If the documentation submitted is not sufficient to make a determination, you may be asked for additional documents.
 - Maximum allowable cost per child is \$1096.

Name of Child	Age	Amount to be Paid Monthly by Student	Name, Address and phone number of Daycare provider

If your spouse is also a student and receiving federal financial aid, please list his/her name and the college he/she is attending. If both you and your spouse are receiving federal financial aid, then only one may receive this adjustment.

Spouse's Name: _____ Spouse's College: _____

Office Use Only Box:

Adjustment made: Type _____ \$ _____ Semester _____ Date _____

Denied _____ Staff Member _____

Comments: _____