

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 (COA) is based on standard estimated educational expenses, which are used to determine a student's eligibility for financial aid. This form is for any additional educational expenses that you would like considered in your total COA.

Please note:

- Increasing your COA does not always result in additional financial aid.
- If we are able to increase your COA and you are seeking additional Federal Loans (student or parent), or private alternative loans, you must submit a separate loan request.

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

☐ Fall 20 ____ ☐ Spring 20 ____ ☐ Summer 20 ____

☐ **Computer Purchase**

- 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** (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**

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

☐ **Books and Supplies Increase**

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

☐ **Tuition Increase**

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

CHILD__COMP__COMPU__LEASE__STABD__PJ__

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☐ **Fall budget to Fall/Spring budget**

→ 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**

→ 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.

→ Maximum allowable cost per child is \$1323.

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: _____