2016-2017 Cost of Attendance (COA) Adjustment Request Form

I, [Student Name], student ID # [Student ID], have an extenuating circumstance and am requesting consideration of an adjustment to the standard cost of attendance used to determine my eligibility for financial aid. I have included a detailed explanation of my circumstance along with supporting documentation to substantiate the request for an adjustment to the standard cost of attendance allowed.

<table>
<thead>
<tr>
<th>I am requesting consideration of an adjustment to the standard COA component/allowance used to determine my eligibility for financial aid</th>
<th>Guidelines and examples of documentation needed for consideration of an adjustment to the standard COA component/allowance:</th>
<th>Detailed explanation of extenuating</th>
<th>Supporting documentation to substantiate</th>
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</table>
| I pay more than the standard allowance for my required **tuition & fees**. | • Fixed tuition costs are already reflected. Tuition adjustments are only applicable to students paying an hourly rate.  
• The General Student Fee and 2 lab fees are already included. Late fees, replacement fees, optional fees, and parking tickets will not be included. | | Attached |
| I pay more than the standard allowance for my required **books & supplies**. | • Provide copies of receipts for required books and supplies (e.g., textbooks, notebooks, pens/pencils, calculator, computer equipment, etc.).  
• Documentation showing necessity of items may be required. | | Attached |
| I pay more than the standard allowance for my **room & board** or I will be living in a different housing arrangement than I originally indicated on my application (e.g., on-campus instead of living with parent). | • Provide copy of student account statement, rental/lease agreement, copies of utility bills, grocery receipts, etc. as appropriate.  
• If living alone and not sharing expenses with a roommate, provide a detailed explanation of living arrangements. | | Attached |
| I pay more than the standard allowance for my educational **transportation** costs. | • Do not include car payments or insurance premiums.  
• Provide documentation and copies of receipts as appropriate. | | Attached |
| I pay more than the standard allowance for my **personal and/or miscellaneous** educational expenses. | • Provide documentation and copies of supporting receipts as appropriate. | | Attached |
| I have unusual expenses due to my participation in a **study-abroad** | • Provide a copy of the program brochure.  
• Provide documentation of airfare. | | Attached |
| I pay **dependent care** expenses. | • Provide the names and ages of the dependents.  
• Provide proof of enrollment in the daycare facility and the costs associated with the care. | | Attached |

I affirm that the information submitted is complete and correct. I have attached a detailed explanation along with supporting documentation to substantiate my circumstance and increased costs. **I understand that submission of this form does not guarantee that a cost of attendance adjustment will be made or that additional aid will be awarded.**

Signature: __________________________ Date: __________________________

Office Use Only:

_____________________________________________________________________________________________________________________________ ________________________

___________________________________________________________________________________________________________ __________________________________________

Reviewer’s Signature: __________________________ Date: __________________________