



2018-19 Cost of Attendance (COA) Adjustment Request

I, _____, 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.

I am requesting consideration of an adjustment to the standard COA component/allowance used to determine my eligibility for financial	Guidelines and examples of documentation needed for consideration of an adjustment to the standard COA component/allowance:	Detailed explanation of extenuating	Supporting documentation to substantiate
I pay more than the standard allowance for my required tuition & fees .	<ul style="list-style-type: none"> 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 	┌ Attached	┌ Attached
I pay more than the standard allowance for my required books & supplies .	<ul style="list-style-type: none"> 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 	┌ Attached	┌ 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).	<ul style="list-style-type: none"> 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 	┌ Attached	┌ Attached
I pay more than the standard allowance for my educational transportation costs.	<ul style="list-style-type: none"> Do not include car payments or insurance premiums. Provide documentation and copies of receipts as appropriate. 	┌ Attached	┌ Attached
I pay more than the standard allowance for my personal and/or miscellaneous educational expenses.	<ul style="list-style-type: none"> Provide documentation and copies of supporting receipts as appropriate. 	┌ Attached	┌ Attached
I have unusual expenses due to my participation in a study-abroad	<ul style="list-style-type: none"> Provide a copy of the program brochure. Provide documentation of airfare. 	┌ Attached	┌ Attached
┌ I pay dependent care expenses.	<ul style="list-style-type: none"> Provide the names and ages of the dependents. Provide proof of enrollment in the daycare facility and the costs associated with the care. 	┌ Attached	┌ 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. I further understand that I am required to notify the SFA Office if my circumstances change and I no longer have the additional expense(s) indicated above.**

Signature: _____ Date: _____

Office Use Only:

Reviewer's Signature: _____ Date: _____