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 aid | Guidelines and examples of documentation needed for consideration of an adjustment to the standard COA component/allowance: | Detailed explanation of extenuating circumstance | Supporting documentation to substantiate

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 considered.

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.

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 the special circumstance requiring you to live alone.

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.

I pay more than the standard allowance for my personal and/or miscellaneous educational expenses.
- Provide documentation and copies of supporting receipts as appropriate.

I have unusual expenses due to my participation in a study-abroad program.
- Provide a copy of the program brochure.
- Provide documentation of airfare.

I pay dependent care expenses.
- Provide the names and ages of the dependents.
- Provide proof of enrollment in the day care facility and the costs associated with the care.

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: __________________________