2019-2020 Cost of Attendance (COA) Adjustment Request

I, ____________________________, student ID # ______________________, am requesting an adjustment to the standard cost of attendance used to determine my eligibility for financial aid. I have marked the category below and have included an explanation and documentation as warranted to support this request.

<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 because:</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 circumstance:</th>
<th>Supporting documentation to substantiate the request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I pay more than the standard allowance for my required tuition &amp; fees.</td>
<td>• 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.</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
<tr>
<td>I pay more than the standard allowance for my required books &amp; supplies.</td>
<td>• 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.</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
<tr>
<td>I pay more than the standard allowance for my room &amp; 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).</td>
<td>• 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 your special circumstance requiring you to live alone</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
<tr>
<td>I pay more than the standard allowance for my educational transportation costs.</td>
<td>• Do not include car payments or insurance premiums. • Provide documentation and copies of receipts as appropriate.</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
<tr>
<td>I pay more than the standard allowance for my personal and/or miscellaneous educational expenses.</td>
<td>• Provide documentation and copies of supporting receipts as appropriate.</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
<tr>
<td>I have unusual expenses due to my participation in a study-abroad program.</td>
<td>• Provide a copy of the program brochure. • Provide documentation of airfare.</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
<tr>
<td>I pay dependent care expenses.</td>
<td>• Provide the names and ages of the dependents. • Provide proof of enrollment in the daycare facility and the costs associated with the care.</td>
<td></td>
<td>[Attached] [Attached]</td>
</tr>
</tbody>
</table>

I affirm that the information submitted is complete and correct. I have provided any needed supporting documentation to substantiate this request. I understand that submission of this form does not guarantee that Baylor will approve my cost of attendance adjustment or that I will receive additional aid. 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: ____________________________