Student Name: ___________________________  Student ID: ________________

Request for a Cost of Attendance Adjustment 2014-2015

The federal Cost of Attendance is calculated as an estimate of student expenses while attending the university. The components of the Cost of Attendance include: tuition/fees, books, room/board, transportation and miscellaneous personal expenses. The Cost of Attendance is not based on a student’s actual costs for each of the categories but an amount derived from surveys, statistical data and other research regarding averages. In all cases federal guidelines are followed.

Financial Aid Administrators may only use professional judgment to adjust the cost of attendance on a case-by-case basis to allow for special circumstances. The Office of Student Financial Aid will determine when it is appropriate to use this professional judgment.

I request an increase in my Cost of Attendance for the following reason(s):

1. Please check the appropriate box(s) below:
   - Books and Supplies exceed the standard amount allowed
   - Computer (desk top, lap top) May not exceed $1500 throughout undergraduate years
   - Transportation exceeds the standard amount allowed and must be course required travel
     - Course syllabus
   - Day Care Expenses (May only be requested if not paid by another agency or individual)
     - Student must complete the Day Expense Form
   - Expenses necessary for attendance relative to a disability
     - Student must complete the Disability/Medical necessity form

2. Indicate the type of documentation you are attaching to the request:
   - Receipts
   - Contracts
   - Official Estimates
   - Other: __________________________________________________________

3. Provide written statement below regarding your needs:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

______________________________________________________________________________

_________________________________________________  ______________________
Student Signature                                        Date