



Name: \_\_\_\_\_

EMPLID: \_\_\_\_\_

Date: \_\_\_\_\_

**2023–2024 Special Circumstance—Cost of Attendance Adjustment (FASPCOA)**

***Approved Special Circumstances do not guarantee any additional aid will be awarded.***

**During high-volume processing times (i.e., the spring-term months of December and January; the summer-term months April and May; and the fall-term months of July and August), the estimated time frame for review is 6 to 8 weeks. During standard (off-peak times), the review will be completed within 15 business days.**

A school's cost of attendance for students includes the components of tuition/fees; food and housing; books; transportation; and personal expenses. Schools are permitted to use either the student's actual costs for each component, or costs paid by the average student. Adjustments for special circumstances can be made to the cost of attendance should the student have unexpected costs. This form should only be used **after** the current Free Application for Federal Student Aid (FAFSA) has been submitted. Each request for review is evaluated on an individual basis.

Please check the situation that applies, and provide the supporting documentation:

**Program Requirement**

For the program computer requirement, this is a one-time only consideration (cannot be used annually for upgrade/replacement). An increase to the budget does not guarantee additional aid. Purchase of the computer must be made before consideration, as a receipt is required.

**Note:** The cost of a computer has already been considered in the cost of attendance for incoming undergraduates and incoming Law students, so no additional request is required for these students.

**Purchase of other item (as required by department)**

Some majors require the purchase of items not accounted for in the average students cost of attendance. If this is the option you are selecting, please include receipt of purchase and copy of syllabus or department requirements.

Program Computer/Other Purchase Required Information	
Department	
Program of Study	
Item Cost	\$

**Documents listed below are required when you submit the application. Failure to provide documentation will result in the cancellation/denial of application:**

- Store receipt
- Credit card statement
- Copy of department requirements

**Housing Expenses**

For the use to adjust the cost of attendance for additional housing expenses that exceed the amount allotted for the academic term.

- Copy of lease agreement: your name, address, and monthly rent amount are required
- Receipt of payment for the past four months

**Dependent Care Expenses**

To adjust the cost of attendance for dependent care expenses including child care expenses during the academic year, child/children required to attend a particular school for medical, emotional, or physical reasons; extended elderly care, or special disabled/handicapped care expenses incurred for family members.

Dependent Care Expense Required Information			
Dependent's Name	Age	Relationship	Monthly Expense
			\$
			\$
			\$
			\$

**Documents listed below are required when you submit the application. Failure to provide documentation will result in the cancellation/denial of application:**

**Childcare Expenses**

- Proof of registration at child care facility
- Receipts of payment to child care facility
- Itemized statement of cost on letterhead by child care facility

**Special Dependent Care**

- Statement from parent explaining circumstance(s) and listing expenses
- Billing Statement (rent, utilities, phone, etc.)
- Proof of Member Registered at Facility
- Paid Receipts or Statements on facility letterhead of all charges
- Physicians signed statement explaining the condition

**Tuition Adjustment (Enrolled in 13 credit hours or more)**

Semester to be evaluated: \_\_\_\_\_

Hours of Enrollment: \_\_\_\_\_

Please list the amount of additional tuition beyond the normal charge for tuition and fees:

<b>Auxiliary Tuition Fees</b>	
<b>Total of Additional Tuition</b>	\$

**I certify that the information listed above is correct to the best of my knowledge.**

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date