**CHAPTER 3: Maximizing Financial Aid for Foster Youth**

**Cost of Attendance Adjustment Request Form**

* NOTE: This form is for college-enrolled students with a foster care background.

**OVERVIEW:**

If you find that the estimated **Cost of Attendance (COA)** does not adequately reflect your expenses for the academic year, you may submit a COA Adjustment Request Form to increase your budget for additional financial aid assistance. The following expenses may be considered for a COA Adjustment request:

* Rent and utilities
* Food during enrolled semesters or intercessions
* Books, special course fees, and school supplies
* Purchase or lease of a computer, laptop, or tablet
* NOTE: Students may request this ONCE during the course of enrollment in the program
* Transportation
* Uninsured medical, dental, or optical expenses
* Conferences, field trips, or study abroad
* Child care
* Relocation expenses

The Cost of Attendance Adjustment Request Form includes information about claimable expenses and the required documentation to submit with your request. Please ensure that you have properly documented each expense exactly as indicated on the form instructions. Expenses without proper documentation will not be approved.

**APPLICANT’S INFORMATION:**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student’s Full Name (printed) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student’s Identification Number |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone Number |

PLEASE CHECK ONE:

* Fall Session
* Spring Session
* Summer OR Winter Session

**EXPENSE WORKSHEET:**

| **Amount** | **Item** |
| --- | --- |
| $ \_\_\_\_\_\_\_\_ | * **Rent and Utilities**   I paid more than the estimated amount for my monthly rent and/or utilities.  SUPPLEMENTAL DOCUMENTATION:   * Documentation estimating cost of rent for the duration of the semester/academic year. * Documentation estimating cost of utilities for the duration of the semester/academic year. |
| $ \_\_\_\_\_\_\_\_ | * **Books/Special Course Fees/School Supplies**   I paid more than the estimated amount for my books, fees, and/or supplies.  SUPPLEMENTAL DOCUMENTATION:   * Documentation of fee or cost estimation for all books, supplies, and/or special course fees. |
| $ \_\_\_\_\_\_\_\_ | * **Computer/Laptop/Tablet**   I purchased or leased a computer, laptop, or tablet. I acknowledge that only one device purchase adjustment is allowed during my undergraduate or graduate education.  SUPPLEMENTAL DOCUMENTATION:   * Documentation of fee or cost estimation for a purchase or lease agreement for the device. |
| $ \_\_\_\_\_\_\_\_ | * **Transportation**   While attending school, I have daily transportation expenses necessary to complete my course(s) of study. I acknowledge that expenses related to the purchase of a vehicle, auto loan payments, insurance, license, registration, and general vehicle maintenance are not considered for a COA Adjustment.  SUPPLEMENTAL DOCUMENTATION:   * Documentation of cost estimation for daily commuting to and from campus for the semester/ academic year. |
| $ \_\_\_\_\_\_\_\_ | * **Uninsured Medical, Dental, or Optical Expenses**   I paid more than the estimated amount for uninsured expenses related to my health and well being.  SUPPLEMENTAL DOCUMENTATION:   * Documentation of cost estimation for required medical, dental, or optical expenses. |
| $ \_\_\_\_\_\_\_\_ | * **Conferences, Field Trips or Study Abroad**   I am taking a field trip or attending a conference or studying abroad as part of my academic requirements.  SUPPLEMENTAL DOCUMENTATION:   * Conference: Provide proof of registration, printout from travel or hotel website showing lodging costs, and expected transportation expenses. * Study Abroad: Must show registration in a study abroad component and provide documentation of estimated expenses. |
| $ \_\_\_\_\_\_\_\_ | * **Child Care**   I acknowledge that this adjustment request is considered for one semester only and must be completed for each semester in which I incur child care expenses for my dependent children.  SUPPLEMENTAL DOCUMENTATION:   * Provide documentation of child care expenses for each eligible dependent child. |
| $ \_\_\_\_\_\_\_\_ | * **Relocation Expenses**   I paid more than the estimated amount for relocation expenses.  SUPPLEMENTAL DOCUMENTATION:   * Documentation of cost estimations for travel to and from your home to campus. |
| $ \_\_\_\_\_\_\_\_ | **TOTAL COA COST ADJUSTMENT REQUEST** |

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s Signature |

DISCLAIMER: Federal financial aid regulations allow universities to adjust your cost of attendance if education-related expenses **exceed** the cost documented in your cost of attendance sheet. **According to the Higher Education Act of 1965, financial aid administrators may use discretion to adjust an individual students cost of attendance.[[1]](#footnote-1)**

**Section 479A [20 USC 1087tt] DISCRETION OF STUDENT FINANCIAL AID ADMINISTRATORS**

IN GENERAL. -- Nothing in this part shall be interpreted as limiting the authority of the financial aid administrator, on the basis of adequate documentation, to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow for treatment of an individual eligible applicant with special circumstances. However, this authority shall not be construed to permit aid administrators to deviate from the contributions expected in the absence of special circumstances. Special circumstances may include tuition expenses at an elementary or secondary school, medical or dental expenses not covered by insurance, unusually high child care costs, recent unemployment of a family member, the number of parents enrolled at least half-time in a degree, certificate, or other program leading to a recognized educational credential at an institution with a program participation agreement under section 487, or other changes in a family's income, a family's assets, or a student's status. Special circumstances shall be conditions that differentiate an individual student from a class of students rather than conditions that exist across a class of students. Adequate documentation for such adjustments shall substantiate such special circumstances of individual students. In addition, nothing in this title shall be interpreted as limiting the authority of the student financial aid administrator in such cases to request and use supplementary information about the financial status or personal circumstances of eligible applicants in selecting recipients and determining the amount of awards under this title. No student or parent shall be charged a fee for collecting, processing, or delivering such supplementary information.

1. <http://www.finaid.org/educators/pj/highereducationact.phtml#472> [↑](#footnote-ref-1)