2026-2027 COA Increase Request

Federal student aid regulations allow the financial aid administrator to exercise professional judgement to adjust a cost component of the student's cost of attendance. The Cost of Attendance (COA) *is* estimated annual costs incurred during a nine-month academic year; these include direct and indirect university charges (tuition and fees, books and supplies, room and board, loan fees, transportation, and miscellaneous costs). A COA adjustment is determined when a student incurs additional costs that exceed the established COA for the academic year. This adjustment can be made once annually per approval based on student need. If you have been selected for verification, you must complete the verification process before a professional judgement COA Increase? can be evaluated.

Once you have completed all steps below, please submit the completed and signed form along with your supporting documentation to financial services. Forms received without all required documentation will not be evaluated. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis.

1. Student Information

Last Name | First Name | MI | Student ID #

Student's Street Address (include apt. no.) | Student's Date of Birth

City | State | Zip Code | Phone Number (Include area code)

Student's Email Address

2. Reason for Filing a COA Increase? Professional Judgement Request

Check the circumstance that applies to your situation. All required documentation supporting your request must be attached.

☐ A. Purchase of computer for educational purposes The U.S. Department of Education permits institutions to include in a student's Cost of Attendance (COA) the purchase of a computer for educational use. The Office of Student Financial Planning will include this expense for students upon request that meet and meeting the following requirements:

1. The maximum allowance for the purchase of a computer is $3,000, which may include the cost of a printer and maintenance contract.
2. A student may receive this allowance once as an undergraduate and once as a graduate student.
3. Additional purchases of software, printer supplies, online service fees etc. will be assumed under the allowances already included in the COA for book and supplies.

Required Documentation:

1. A dated receipt/proof of purchase OR a completed form along with a dated, itemized estimate of the cost of the proposed purchase.

☐ B. Childcare/Daycare expenses

Required Documentation:

1. Invoice from Provider or Statement showing payments to provider for the academic year
2. Include dependent's name and age on invoice/statement

☐ C. Unusual living expenses over the standard cost of attendance - Commuters

Required Documentation:

1. Copy of rental/lease agreement
2. Copies of utility bills (power, gas, water, internet)
3. Statement of explanation for request

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☐ D. On Campus Housing expenses over standard cost of attendance – Residents

Required Documentation:

1. On Campus Housing Adjustment Form

☐ E. Unusual travel expenses over the standard cost of attendance

Required Documentation:

1. Documentation of mileage traveled to and from school; AND
2. Receipts for education related travel expenses
3. Statement of explanation for request

☐ F. Payment of a large amount of medical and/or dental expenses.

Required Documentation:

1. Receipts for medical or dental expenses that indicate the total patient liability (amount not covered by insurance); AND
    a. If the receipts do not indicate the total patient liability, you must submit a letter from the medical provider or insurer stating the expense, or portion of the expense, was payable by the patient.

☐ G. Other

Required Documentation:

1. Documentation supporting your special circumstances including receipts and/or statements.

3. Read, Sign, and Return to Financial Services

Additional documentation may be requested after the initial review of your request for a COA Increase professional judgement. By signing below, you certify that all the information reported above is complete and correct.

Student's Signature (required) Date

Electronic Signatures will NOT be accepted. You must print this form before signing and submitting.

Before submitting, please ensure all required documentation is submitted along with this request.