

2024-2025 Cost of Attendance Adjustment Form

Student Information	
Last Name _____	First Name _____ CSU ID _____
Email Address _____	(____) _____ Phone Number

Cost of Attendance (COA) is the average cost to attend a particular college or university. COA is used to calculate how much financial aid a student is eligible to receive annually (ie: total grants, scholarships, and loans).

Please use this form to request an increase to your 2024-2025 Cost-of-Attendance (ie: total financial aid budget). Our office reserves the right to exercise professional judgement to deny requests that are not considered education-related expenses.

Types of expenses that can be considered for a COA Adjustment Appeal (check all that apply):

- Housing/Utilities (your share only)
- Medical and Disability Expenses (not covered by insurance or organization)
- Transportation Expenses
- Dependent Care
- One-Time Equipment Costs (ie: computer) or Remote/Experiential Learning
- Professional Credential or License

Examples of types of expenses that cannot be considered for a COA Adjustment Appeal include:

- Credit card, personal, or loan debt (including student loan payments)
- Car payments/insurance
- Home repairs/maintenance/remodeling
- Expenses incurred prior to the beginning of the academic year
- Food (however, if a special diet is required provide doctor’s documentation)
- Expenses for extracurricular activities (such as conferences, sports, internships, etc.)
- Expenses for other family members

Please read the instructions:

- **Review Page 2 for a list of required documentation and signature certification.**
- Provide a detailed explanation for your request of a cost of attendance adjustment:

attach additional sheets if needed

Required Supporting Documentation:

1. Housing/Utilities:

For your share of rent expenses or utility expenses, submit a copy of billing statements specifying your portion dated within last 3 months. Allowable utility expenses are: heat/electric, phone, cable/internet, and water/sewer. Parking and security deposits are not allowable costs.

On-Campus Housing: Please note that CSU is required to use a median cost of all students and this rate has been included in your existing COA allowance. **Dependent Undergraduates:** Budgets will be adjusted automatically once your housing contract/deposit is received.

2. Medical and Disability Expenses:

For medical, dental, or optical expenses, attach receipt(s) or a billing statement that indicates the expense was not covered by insurance. Estimates will not be accepted. For expenses related to a disability, submit documentation showing the cost. Allowable expenses are: special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies.

Health Insurance: Medical insurance premiums are generally not an allowable expense covered by this appeal. Exceptions include *mandatory* CSU health insurance for On-Campus residents.

3. Transportation Expenses:

For major car repairs (beyond regular maintenance and normal wear and tear), attach dated paid receipt(s) that were paid by you. For transportation costs required by an academic program, employment, or other reasons directly related to educational needs attach a supporting statement from academic advisor or employer. Car payments, loans, or insurance do not qualify.

4. Dependent Care:

For students with dependents, an allowance for reasonable costs expected to be incurred for dependent care. This covers care during periods that include but are not limited to: class time, study time, field work, internships, and commuting time. You must attach receipt(s) or a billing statement that shows the dependent(s) and costs incurred.

5. One-Time Equipment Costs (ie: computer) or Remote/Experiential Learning:

For expenses related to the one-time purchase of equipment or supplies required for the program that are generally not considered standard course or lab costs. Examples may include the purchase of a computer, camera, or other specialized equipment that is program-related. You must attach receipt(s) or a billing statement that shows the costs incurred.

For students engaged in remote learning or work experience through a cooperative education program, an allowance for reasonable costs associated with the program.

6. Professional Credential or License:

An allowance for the one-time direct costs of obtaining a first professional license or certificate for students who are enrolled in a program that requires such professional licensure or certification. Examples of allowable costs include fees charged to take a licensing exam, cost of applying for and obtaining the license or certification. The costs must be incurred during (not after) a period of enrollment. You must attach receipt(s) or a billing statement that shows the costs incurred and dates.

Important Notes:

- ❖ This form must be signed with a physical signature. Typed names or electronic signatures are not acceptable.
- ❖ Receipts for expenses incurred for the 2024-2025 academic year must be submitted.
- ❖ **Federal and State Grants** are awarded based on the results of your FAFSA (not COA). If your circumstances have changed since completing your FAFSA, you may wish to complete a **Special Circumstance Petition**.

** I certify that all information reported on this document and attached documentation is true, complete, and accurate to the best of my knowledge. I understand that any false statements may be subject to penalty of perjury and/or loss of financial aid eligibility.

I have read and understand that our office reserves the right to exercise professional judgment to deny requests that are not considered direct educational expenses.

Student Name (Please Print)

Student Signature

Today's Date