

# 2024-2025 Cost of Attendance Adjustment Request Form

## We Understand Expenses Change.

Federal financial aid regulations allow Randolph College to adjust your cost of attendance (COA) if education-related expenses **exceed** the costs already included in your cost of attendance budget.

## The following items are considered for a cost of attendance adjustment:

- Book, course material, supply, and equipment costs that exceed the amount included in the cost of attendance.
- Optional Course fees on your Billing Statement.
- Purchased or leased computer or tablet.
- Housing payments if the amount exceeds what's included in the cost of attendance budget.
- Commuting or travel expenses required for your degree program.
- Field trips and conferences (only one adjustment allowed per semester).
- Medical expenses are not covered by health insurance.
- Disability-related expenses.
- Childcare expenses for dependent children.
- Study abroad expenses for which Randolph accepts coursework for credit.

## The following items are not considered for a cost of attendance adjustment:

- Consumer bills (i.e.: cell phone, car payment, insurance, utilities, etc.).
- Costs associated with outstanding consumer debt.
- Off-campus living expenses that exceed the budget amount provided for housing.
- Food and on-campus meal expenses for off-campus students.
- Relocation or moving expenses.
- Interview expenses.
- Clothing for self or family.
- Pet or hobby expenses.

## The review process:

- ✓ Confirm the cost of attendance adjustment form is completed and signed, and
- ✓ Include documentation of expenses.
- The review process will take five to ten business days, and you will be notified once the cost of attendance adjustment form has been reviewed.
- Submitting a cost of attendance adjustment form does not guarantee your cost of attendance will change. If loans are increased due to a cost of attendance adjustment, it is your responsibility to take the necessary steps to secure the additional loan funds.

## A. Student's Information

Students Last Name	First Name	M.I.	Student's P#/People Code ID
Students Email Address			Student's Phone Number



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B. Cost of Attendance Adjustment Request	Allowable Supporting Documentation:
I am requesting a cost of attendance adjustment for the following semester(s):	For <u>Book Expenses</u> , submit a list of your courses and required books and attach photocopies of paid receipts showing the cost(s).
Fall 2024 and Spring 2025 (Full Academic Year)   Fall 2024 Only	For <u>Supply and Equipment Expenses</u> , submit all related receipts and an explanation why these items were required.
Spring 2025 Only	For <u>Computer Expenses</u> , provide a copy of a paid receipt for your computer or laptop purchase.
Summer 2025 Only	For <u>Dependent Care Expenses</u> , submit a copy of the tuition agreement from your daycare provider. The statement from the daycare
For the following reason(s):	provider must include the name of EACH child, their age, cost PER child, and dates verifying current enrollment.
Books, Supplies, Equipment Expenses	Fourthermore Medical Fundamental and viola
Computer Expenses	For <u>Unusual Medical Expenses</u> , provide photocopies of paid receipts for medical/dental/optical bills (not including co-
Dependent Care Expenses	pays).
Unusal Medical Expenses	For <u>Disability-related Expenses</u> , provide photocopies of paid receipts for any special or related services received.
Disability-related Expenses	For <u>Housing Expenses</u> , submit a copy of your
Housing Expenses (Commuter/Non-Residential Students Only)	monthly mortgage payment or signed rental lease agreement.
Auto Repair Expenses	For <u>Auto Repair Expenses</u> , attach photocopies of paid receipts for bills incurred for auto repairs not covered by insurance.
Transportation and/or Travel Expenses	For Transportation/Travel Expenses, provide a
Other:	copy of paid receipt(s) for your travel/transportation purchases. Some students will also need to attach a supporting statement
Other:	from your academic advisor.

## C. Supporting Documentation

Please indicate below if you will/have provided supporting documentation for your request.

I have provided/will provide supporting documentation.

I did not/will not provide supporting documentation.

\*If you do not/will not provide supporting documentation, your request cannot be processed.



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## **D. Statements of Understanding**

## General

I understand that:



REQUIRED: An increase in the cost of attendance budget typically only increases my eligibility to apply for loans.

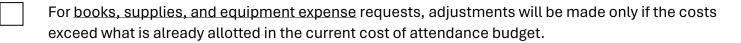


REQUIRED: Completing the cost of attendance adjustment form does NOT increase my existing grants or scholarships.

REQUIRED: If conflicting information is received after submission of this request, it will be subject to review and additional documentation may be requested.

## **Request Specific**

I understand that (Select all that apply):



For <u>computer expense</u> requests, there is a maximum adjustment allowed of \$1,800 and only one request can be processed during the period of undergraduate and graduate studies combined.

For <u>housing expense</u> requests, adjustments will be made only if the payment exceeds what is already allotted in the current cost of attendance budget.



For <u>auto repair expense</u> requests, adjustments will not be made for regular maintenance or cosmetic repairs.

For <u>transportation/travel expense</u> requests, adjustments will be made only if the costs are required by an academic program, employment, or other reasons directly related to educational needs.

For <u>disability-related expense</u> requests, expenses must be reasonable and not provided by other assisting agencies.

## E. Signature

By signing this request, I certify that to the best of my knowledge all information provided on this form and any supporting documentation is complete and correct.

Student Signature	Date