

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

2024-2025 Cost of Attendance Adjustment Request Form

B. Cost of Attendance Adjustment Request

I am requesting a cost of attendance adjustment for the following semester(s):

- Fall 2024 and Spring 2025 (Full Academic Year)
- Fall 2024 Only
- Spring 2025 Only
- Summer 2025 Only

For the following reason(s):

- Books, Supplies, Equipment Expenses
- Computer Expenses
- Dependent Care Expenses
- Unusal Medical Expenses
- Disability-related Expenses
- Housing Expenses (Commuter/Non-Residential Students Only)
- Auto Repair Expenses
- Transportation and/or Travel Expenses
- Other: _____
- Other: _____

Allowable Supporting Documentation:

For Book Expenses, submit a list of your courses and required books and attach photocopies of paid receipts showing the cost(s).

For Supply and Equipment Expenses, submit all related receipts and an explanation why these items were required.

For Computer Expenses, provide a copy of a paid receipt for your computer or laptop purchase.

For Dependent Care Expenses, submit a copy of the tuition agreement from your daycare provider. The statement from the daycare provider must include the name of EACH child, their age, cost PER child, and dates verifying current enrollment.

For Unusual Medical Expenses, provide photocopies of paid receipts for medical/dental/optical bills (not including co-pays).

For Disability-related Expenses, provide photocopies of paid receipts for any special or related services received.

For Housing Expenses, submit a copy of your monthly mortgage payment or signed rental lease agreement.

For Auto Repair Expenses, attach photocopies of paid receipts for bills incurred for auto repairs not covered by insurance.

For Transportation/Travel Expenses, provide a copy of paid receipt(s) for your travel/transportation purchases. Some students will also need to attach a supporting statement 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.

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 books, supplies, and equipment expense requests, adjustments will be made only if the costs exceed what is already allotted in the current cost of attendance budget.
- For computer expense 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 housing expense requests, adjustments will be made only if the payment exceeds what is already allotted in the current cost of attendance budget.
- For auto repair expense requests, adjustments will not be made for regular maintenance or cosmetic repairs.
- For transportation/travel expense 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 disability-related expense 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