

Rec'd by: _____

Date: _____

FAO Action; _____

Date: _____



Cost of Attendance (COA) Adjustment Request

You may complete this request if you have expenses that exceeds our standard cost of attendance for your current aid year. Information provided on this form, along with any supporting documents that you supply or that we request will be used to determine if our financial aid office can make an adjustment to your Cost of Attendance (COA) which may increase eligibility for financial aid.

Please note that submitting this form does not guarantee that the request will be approved, or that you will qualify for additional aid.

Aid year for which this request applies: _____

To be completed by the **student:**

Student Last Name	Student First Name	Student Middle Initial
		@spalding.edu
Student ID Number	Student Phone Number	Student Email

I am requesting consideration of an adjustment to the standard COA allowance because:

I pay more than the standard allowance for my required tuition & fees.

Late fees, replacements fees, optional fees and parking tickets will not be considered.

I pay more than the standard allowance for books, supplies, course materials, and equipment.

Provide copies of receipts for required books and supplies (e.g., textbooks, notebooks, pens/pencils, calculator, computer equipment, etc.). Documentation showing necessity of items may be required.

I pay more than the standard allowance for my housing and food costs.

We will use the College Board allowance for the area in which you reside, grocery receipts for at least a week should accompany a breakdown of your own food expenses. •If living alone and not sharing expenses with a roommate, provide a detailed explanation of your special circumstance requiring you to live alone.

I pay more than the standard allowance for my educational transportation costs.

Do not include car payments or insurance premiums. Provide documentation and copies of receipts as appropriate.

I pay more than the standard allowance for my personal and/or miscellaneous expenses.

Provide documentation and copies of receipts as appropriate.

I dependent care expenses.

Provide names and ages of dependents Provide proof of enrollment in the daycare facility (on their letterhead) and the costs you pay for this care.