



# WHEELING UNIVERSITY

## Financial Aid Office 2019-2020 Cost of Attendance Adjustment Request – Evening/Grad Students

Your financial aid eligibility is based on a standard cost of attendance budget. We may be able to increase your budget, adding to your financial aid eligibility, if you have allowable expenses that you are incurring during the academic year that are higher than your standard financial aid budget. This is called a Cost of Attendance (COA) adjustment. We strongly urge students to limit their borrowing to the amount of the standard Cost of Attendance or ideally even less, but in some cases, a student may incur allowable educational expenses that are either greater than the amounts included in the standard budget or else not included at all.

Student’s Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Instructions:** Enter the expenses you wish to have added to your cost of attendance. Expenses must be incurred for the semester(s) you will attend in the 2019-2020 year. Once all the requested costs are approved and totaled, we will then compare that amount to the already used amount in the COA. If the requested amount is higher than the already calculated amount, the difference can be added to your budget. Please refer to page 2 to ensure that you provide the proper documentation. Write the number of the item below on each page of documentation you are submitting. Expenses that are not properly documented will not be considered.

### STUDENT EXPENSES

1) Off-Campus Rent/Mortgage and Utilities

Student’s share of Rent/Mortgage .....\$ \_\_\_\_\_ / Month

Student’s share of Utilities ..... \$ \_\_\_\_\_ / Month

2) Transportation (gas money) ..... \$ \_\_\_\_\_ / Month

3) Computer Purchase (1 time occurrence) ..... \$ \_\_\_\_\_ / Actual Cost

4) Childcare Expenses .....\$ \_\_\_\_\_ / Month

5) Special Books and Supplies ..... \$ \_\_\_\_\_ / Actual Cost

Unallowable Costs include but are not limited to: auto purchase or payments, car insurance payments, moving expenses, credit card or other consumer debt, security deposits, health insurance, living cost occurring outside enrolled academic year, cost incurred by a family member or another person including a spouse or roommate’s portion of rent or mortgage, child support, veterinary cost unless for a service animal, and luxury items such as cable, high-speed internet, food costs in excess of the standard allowance or other similar costs unless required for a specific education-related reason.

By submitting this form and the attached documentation of cost, I request that my cost of attendance be increased. I have read both sides of this form and understand and agree to the terms. I understand that each request must be reviewed and approved by the Financial Aid Office and that a request may be denied or limited for any reason – even if a similar request was previously approved for me or for another student. I understand that new Federal loans may require an additional credit check, and additionally will increase the amount of my student loan debt, resulting in higher student loan payments. I understand that if I am awarded a Federal Direct Loan, that loan fees will be deducted from each disbursement by the Direct Loan Program. I certify that all the information on this form is true and complete. I will report any changes in writing to the Financial Aid Office.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EXPENSE ALLOWANCES TO STANDARD STUDENT COST OF ATTENDANCE (COA)**

<b>Type of Allowances</b>	<b>Amount Already Included in the Standard COA</b>	<b>Documentation Required</b>
1) Rent or home mortgage payments plus utilities	\$2,500 / semester	Copy of signed lease or mortgage statement. If rent is not shared equally, you must provide documentation of your share (example: bank statement or cancelled checks). If you are married or living with a roommate, rent will be split equally. Copies of all utility bills for a full month cycle – no past due or delinquent amounts or fees will be included.
2) Transportation: Commuting to/from class or clinical rotations	\$350 - \$500 / semester (based on number of credits in which a student is enrolled)	Commuting expenses: Itemization of miles driven multiplied by the published IRS standard mileage rate. If you are on a clinical rotation and parking is necessary provide documentation.
3) Cost of personal computer for educational purpose	<b>Not Included</b> \$2,000 maximum amount You can only request a COA increase for a computer purchase once - unless there are extenuating circumstances.	Receipt or order form for computer must be provided before any money will be added.
4) Childcare Expenses	<b>Not Included</b>	For licensed providers, we require two cancelled checks and a copy of the invoice or contract. For non-licensed providers, we require two cancelled checks and a signed notarized letter from the provider.
5) Special books and supplies needed in addition to regular required materials	\$350 - \$500 / semester (Amounts vary based on number of credits in which a student is enrolled)	Receipt or invoice for books purchased. Itemized is to be list approved and signed by advisor. Items must be required for all students in the class.