



# 2024-25 COST OF ATTENDANCE BUDGET ADJUSTMENT

## STUDENT INFORMATION

Last Name:	First Name:
Student ID #:	Email:

We recognize you may have additional expenses affecting your financial ability to attend college. Our office uses a standardized budget to establish your **Cost of Attendance**, which includes tuition/fees, books/supplies, housing/food, transportation, and personal expenses. You may request consideration of additional expenses by completing this form and providing documentation/receipts to confirm the costs. All requests are reviewed on a case-by-case basis.

**I am requesting an adjustment to my Cost of Attendance due to the following reason(s) – Check all that apply:**

- Dependent student (as defined by FAFSA/WASFA) living away from parent(s). **Required:** Attach documentation with student’s name on lease/rental agreement or receipt/mortgage.
- Rent/mortgage payment exceeding **\$1,400** per month (total rent/mortgage payment would be divided by number of people on lease/mortgage). **Required:** Provide a personal statement below further explaining your situation and housing expenses and attach a copy of current lease/mortgage.
- Note:** While any amount exceeding **\$1,400** can be submitted for review, the Financial Aid Office will only make adjustments on rent/mortgage amounts up to **\$2,000** per month.
- Excess childcare expenses. **Required:** Attach documentation showing out of pocket expenses, including copy of most recent billing statement – **OR** – receipt with list of name(s) and age(s) of each child under 12.
- Daycare/Educational Costs for Disabled or Special Needs Dependents. **Required:** Attach documentation showing out of pocket expenses, including copy of most recent billing statement – **OR** – receipt with list of name(s) and age(s) of each child under 12.
- Increased tuition/fees costs in excess of 12 credits per quarter.
- Excessive books/supplies - costs in excess of **\$300** per quarter. **Required:** Attach copy of estimate – **OR** – receipt for recently purchased books/supplies for classes taken for the quarter.
- One-time adjustment for computer costs (hardware/software) purchased for educational purposes. **Required:** Attach copy of estimate – **OR** – receipt for recently purchased computer. Maximum adjustment is **\$2,000**.
- I commute \_\_\_\_\_ **miles each way** \_\_\_\_\_ **days per week** to attend classes – **OR** – required internship.

**Note:** For commuter mileage to be considered, mileage from home to campus – **OR** – home to internship must exceed 50 miles **each way per week** (mileage verified by using home address in ctcLink). \*If student is not in an internship, put N/A in the section below.

## INTERNSHIP INFORMATION\*

Internship Name:
Internship Address:
City/State/ZIP:

- OTHER: I have additional expenses that do not meet the categories listed above (such as major car repairs, emergency medical costs, or other significant unexpected expenses). I would like to have them reviewed by the Financial Aid Office for inclusion in my **Cost of Attendance**. I included a personal statement below outlining the expense and attached documentation to support my statement.

**Note:** An increase in your **Cost of Attendance** does not guarantee that you will be eligible for more student aid. Allow up to 4 weeks for review and processing.

**I certify that the facts presented on this form and any attached documents are true and correct.**



**Student’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_