



Cost of Attendance Increase Appeal Form - Undergraduate

Name: _____

BU ID: _____

Semester Requested: _____

A. Appeal Information:

Complete this form and provide required documentation to request a potential increase to your Cost of Attendance for education related expenses.

Prior to submitting your request:

- Research the costs associated with your budget made by the financial aid office. This includes amounts already included for tuition, room, board, fees, books and personal expenses.
- Documentation must be provided to substantiate your request (estimates are not permitted).
- While a certain dollar amount of loan may have already been approved by a lender, that does not mean a student is eligible or will receive that full loan amount.
- Allow a *minimum of 10 working days* for the completion of this process upon receipt of all documentation requested. During high volume times, this may be longer.
- This appeal will NOT make you eligible for additional grant or scholarship funds. If we are able to increase your Cost of Attendance AND you have additional Federal Direct Student Loan eligibility, we will offer you additional federal loan assistance.
- If you have NO remaining federal student loan eligibility or the increase in federal student loan does not meet the increased Cost of Attendance, you may apply for a Federal Direct PLUS/GradPLUS Loan or Private Educational Alternative Loan.

B. Reason for Additional Student Expenses:

Check all that Apply:

- Dependent care expenses
- Expenses related to an internship/clinical
- Monthly living expenses

Documentation to Include with Appeal:

- Letter from the dependent care provider that includes the agreement for fees and hours.
- Letter from Professor or acceptance to the internship, outline of costs, such as transportation or required materials. Copies of receipts.
- Copy of your lease and actual monthly utility bills (electric, water, heat).
Rent only adjusted for months when you are enrolled in classes. You must be listed on lease. Only adjusted if costs are over the below costs.
Standard Cost of Attendance included in your budget already per semester:
On campus: \$3,459
Off campus: \$2,966
Commuter: \$1,000

Student's portion of rent: Indicate monthly amount _____ (required).

★ **Monthly living expense excludes:** Internet/Cable, cell phone bills, security deposit, car insurance, car expenses, mileage/gas, credit card debt, books/supplies, groceries, student loans, job search expenses, parking fees/tickets.

Educational Expenses

One-time computer purchase to be used for academic purposes. You must provide a copy of your paid receipt for the direct cost of the computer. No additional expenses for equipment, software, warranty or protective case will be considered. The approved allowance will not exceed \$1,500. Students must be enrolled full time.

Books and supplies are already in the student budget at \$600/semester. If your required books/supplies exceed this amount, attach a copy of your receipts showing purchase of the books and supplies. In addition, attach a copy of your class syllabus verifying the requirement of these items.

Educational expense item: _____

Educational expense cost: _____

This request will not be accepted after the following deadlines unless you are directed to submit by a Financial Aid staff member:

Fall Semester: October 18th

Spring Semester: March 20th

C. Signature and Certification:

I certify that the information submitted for this appeal is true and complete to the best of my knowledge. I understand that if I have provided information in a previous appeal, this may be reviewed for accuracy and it may impact the outcome of this and any future appeal. I understand that submission of this form does not guarantee approval or that I will receive any additional loans.

Signature: _____

Date: _____

(Electronic signature not accepted.)

Decision – Do not complete. FOR OFFICE USE ONLY.

Date: _____

Denial:

Approval:

COA/Budget increase amount: Per Semester _____

Academic Year: _____