

Student Name: _____ **Student ID:** _____

The U.S. Department of Education permits institutions to increase a student's Cost of Attendance (COA) to include certain expenses that are not part of the standard COA. Such expenses incurred within the academic year may include the following:

- Computer, Laptop, or Tablet Purchase Request
- Up to two (2) Round-Trip Plane Tickets to see family
- Unreimbursed Medical Expenses

 Computer, Laptop, Tablet Purchase Request

A computer, laptop, or tablet purchase will be permitted once per academic program.

The maximum budget increase for a computer, laptop, or tablet purchase will be equal to or less than \$2,000.

***Required Supporting Documentation: A receipt for proof of purchase.**

Total Amount Requesting: \$ _____

 Round-Trip Plane Tickets Request

Students are permitted to request up to two (2) round-trip plane tickets per academic year to visit family.

***Required Supporting Documentation: A receipt for proof of purchase that include flight details.**

Total Amount Requesting: \$ _____

 Unreimbursed Medical Expenses Request

Students who have unusually high medical expenses during the academic year may have their budget increased.

Only procedures and equipment that are deemed medically necessary by a physician and not covered by insurance will be considered.

***Required Supporting Documentation: Billing records that include your name, date of billing, and proof of insurance payment and unreimbursed expenses**

Total Amount Requesting: \$ _____

I confirm that I have attached supporting documentation to this request form. Supporting documents must include student name, student ID number, and student signature.

Student Signature _____ Date _____

OFFICE USE ONLY	Date Received	Status		Total Amount Approved
			<input type="checkbox"/> DENIED	<input type="checkbox"/> APPROVED
	Comments:			
	Reviewed By:			