

2025-2026 Cost of Attendance Increase Request Form

Most financial aid awards are based on the student’s demonstrated financial need for assistance, beginning with **cost of attendance**. The standard cost of attendance (COA) sets a limit on the total aid that a student may receive and is established based on **average costs** for different categories of students. The U.S. Department of Education has given authority to Financial Aid Administrators to increase, on the basis of adequate documentation, a student’s COA on a case-by-case basis to account for additional allowable expenses.

If you have incurred costs that exceed the amount already allotted in your standard COA, or have incurred other allowable educational expenses in addition to those already accounted for in your standard COA, you may request an increase to your COA to account for those costs (eligible expenses must have been incurred by and for the student during the student’s period of enrollment). To request a COA increase, **submit this form along with supporting documentation to Student Financial Services**.

Section A: Student Information

Last Name: _____ First Name: _____ NU Student ID: _____

Section B: Special Circumstances for Cost of Attendance Increase

For consideration of an increase to your cost of attendance, check the appropriate box(es) below.

<input type="checkbox"/>	<p>Increase in Housing and Food Costs – Provide a written explanation detailing your monthly housing expenses incurred during the current academic year (including rent/mortgage payments, utilities, and groceries) and, if possible, include supporting documentation (such as a copy of your lease or mortgage statements, utility bills, grocery receipts, or a statement from a physician confirming additional health-related dietary expenses). Total expenses must exceed the standard allowance for your cost of attendance to be increased.</p> <p style="text-align: center;">Average <u>Monthly</u> Expenses Description of Expenses</p> <p style="text-align: center;">\$ _____</p>
<input type="checkbox"/>	<p>Increase in Transportation Expenses – Provide a written explanation in Section C detailing the additional expenses incurred for operating and maintaining the vehicle used to transport yourself to and from school and include supporting documentation (such as receipts). Note that the cost of purchasing or leasing a vehicle (including auto loan payments) are not allowable expenses. Total expenses must exceed the standard allowance for your cost of attendance to be increased.</p> <p style="text-align: center;">Average <u>Monthly</u> Expenses Description of Expenses</p> <p style="text-align: center;">\$ _____</p>
<input type="checkbox"/>	<p>Personal Computer Purchase – For the purchase of a personal computer, laptop, printer, and/or required software (purchase must be for educational use). Provide a written explanation detailing the additional expenses incurred and include supporting documentation (such as a dated receipt in your name from the place of purchase with itemized components and costs). Accessories, optional software, and warranties are not allowable expenses.</p> <p style="text-align: center;">Total Expenses Description of Expenses</p> <p style="text-align: center;">\$ _____</p>

- Dependent Care Expenses** – Provide a written explanation detailing your monthly childcare/dependent care expenses incurred during the current academic year and include supporting documentation (such as billing statements, receipts, proof of payment). Expenses may include childcare/dependent care costs that are not covered by a third party, and only covers care provided during periods of class time, study time, field work, internships, and commuting to and from school. **Be sure to include names and ages of the children or dependents receiving care.** The amount of the allowance is based on the number and age of such dependents and may not exceed reasonable cost in the community for the type of care provided.

Average <u>Monthly</u> Expenses	Description of Expenses
\$ _____	_____

- Personal Disability Expenses** – Students who incur additional costs as a result of their disability may have these expenses added to their cost of attendance. Provide a written explanation in Section C detailing the additional expenses incurred as a result of your disability. Expenses may include special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred and not provided by other agencies.

Average <u>Monthly</u> Expenses	Description of Expenses
\$ _____	_____

- Additional Personal Medical Expenses** – Provide a written explanation in Section C detailing the additional expenses incurred and include supporting documentation (such as billing statements or payment receipts detailing the out-of-pocket expense incurred). Expenses may include medical, dental and/or vision expenses not covered by insurance.

Average <u>Monthly</u> Expenses	Description of Expenses
\$ _____	_____

Section C: Student Statement

In the space below, please provide a written explanation detailing the additional expenses you have incurred (be as detailed as possible). Attach a separate piece of paper if necessary.

Section D: Signature

Federal regulations restrict the type of expenses that can be considered, so please be aware that your request will be reviewed and not automatically approved. Also, in the event that an adjustment to your cost of attendance is made, it does not guarantee that you will be awarded additional financial aid.

By signing below, I certify that all the information reported on this form and any supporting documentation is complete and correct.

Student Signature _____ **Date** _____ / _____ / _____

Financial Aid Administrator Use Only

Cost of attendance increase request <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Reviewed By: _____ Date: _____
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