

2017-2018 COST OF ATTENDANCE (COA) INCREASE REQUEST FORM

Name: _____
Last First Social Security Number

Please use this form to request increases made to your 2017-2018 Cost of Attendance, i.e., total financial aid budget. In addition to this form you are required to attach supporting documentation for each expense claimed (please read further for acceptable forms of verifying documentation for each category).

Only expenses incurred during period of enrollment for 2017-2018 will be considered.

Some examples of additional expenses may be things such as costs for additional Books and Supplies, Child Care Costs, Major Auto Repairs, Medical/Dental Expenses, Costs for Special Projects, and the Cost for the Purchase of a Computer.

If your request is approved, any increase to your budget will result in additional Federal Direct Student loan assistance, up to your annual limit. If unmet eligibility still exists beyond what can be covered by Federal Direct Subsidized or Unsubsidized Loan, then a PLUS/Grad PLUS or private loan will be offered.

You will receive a copy of your revised award letter through campus mail when your budget and awards are revised.

CERTIFICATION STATEMENT: I certify that all information reported on this page is true and accurate to the best of my knowledge. I have also attached all required documentation. I understand that purposely falsifying information may result in cancellation of my aid and may prevent me from receiving financial aid in future academic years.

Student Signature

Date

OFFICE OF FINANCIAL AID

Overton Park / 1930 Poplar Avenue
Memphis, TN 38104-2764
tel: 901.272.5136
fax: 901.272.5134
www.mca.edu

Required Documentation for Increase in Cost of Attendance

Submit to the Financial Aid Office all expenses so we may calculate the amount in excess of the standard budget. If allowed, we will then use this information to increase on your Cost of Attendance (COA)

Child Care

Submit a personalized contract or a letter from your child-care provider or a personalized statement describing services offered and their cost. Also, please provide proof of payment (canceled checks or receipts) if possible.

Major Auto Repair

Actual costs and expenses related to major auto repairs incurred during the enrollment period are considered. Please provide receipts if possible

Medical/Dental

Only expenses incurred and paid out of pocket (not covered by insurance) during the enrollment period will be considered. Please provide an explanation of your condition and verify costs incurred via letters from a physician, receipts or canceled checks.

Special Projects that are school related

(for example, thesis, photography projects, research projects, internships, service award programs, etc.)

Please submit individual receipts for these items that necessary if possible.

Purchase of Computer

Please submit a receipt for the computer purchase.

Rent

To request an adjustment to cover rent expenses, please provide documentation of your housing costs

Other

If there are other costs you wish to be considered, please submit documentation of those costs with a letter of explanation.