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 __________________

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<th>Date Received</th>
<th>Status</th>
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Comments:

Reviewed By: