

Student Name	
Student Banner ID	
Today's Date	
Email Address	
Student or Parent Signature*	

<i>office use only</i>	
# of pages	
current status	
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date prepped	

Your signature on this form indicates that the information submitted is true and complete to the best of your knowledge.

When to Use this form:

Please use this form in order to communicate to us educational expenses you may be incurring that exceed the standard allowance. Please review your Cost of Attendance (COA) for the current academic year, available in your CyberFriar account, prior to submitting this form.

Appeal Timeline

- Decisions on appeals received during the summer break will be finalized mid-September and those received during the fall semester will be finalized mid-February. Results posted in CyberFriar.
- Your bill is still expected to be paid on time and you should not wait for the results of your appeal before paying your bill.
- Submission of an appeal is not a guarantee of additional funding and does not prevent a financial hold being placed on the student account

Submit all of the following:

Omitting any items below will delay the appeal process. If selected for verification by the U.S. Department of Education you may be asked for additional documentation.

- 2020 W2 (*parent*)
- 2020 Federal Tax Return (*parent*)
- Letter detailing the expenses
- Complete page 2

Unallowable Expenses

Unallowable expenses are those incurred outside the current period of enrollment, costs incurred by a family member or other person, prior loan debt, auto purchase or payment, credit card or other consumer debt, moving expenses or security deposit, legal fees, parking tickets/fines, non-service animal bills and/or other luxury items like premium cable channels.

Allowable Expenses

Only educationally related expenses **incurred by the student** that exceed the standard allowance will be considered. Check all boxes that apply, complete the grid below and attach proof of payment for each expense listed.

<input type="radio"/> <u>Health Insurance</u> <i>Health insurance is a charge that only appears on your fall billing statement</i>	<input type="radio"/> <u>Higher Room</u> <i>This expense could include off-campus housing, hybrid housing, suites and apartments during the academic year (i.e. 9 months only)</i>
<input type="radio"/> <u>Computer Purchase</u> <i>A computer purchase will only be considered one time during a student's undergraduate program of study</i>	<input type="radio"/> <u>Transportation</u> <i>Be sure to include mode of transportation, frequency and destination (i.e. home, internship)</i>
<input type="radio"/> <u>Fees</u> <i>Examples of fees would be music lesson, lab, computer business and distance learning, teacher examination fee</i>	<input type="radio"/> <u>Other Expenses</u> <i>Only allowable expense determined to be required for a student's educational program will be considered</i>

Documentation for expenses not found on your College issued billing statement, must include the buyer/seller name, date and amount of purchase. Expenses without supporting documentation will not be considered. Since budget increases are usually done after an expense is incurred, students may wish to contact our office in advance to determine the likelihood of an approval.

Description of Expenses	Date Incurred	Date Paid	Receipt attached	
			Yes	No

A successful appeal may not always result in some or enough grant to cover the additional expense. In some cases, an approval will only allow the student the ability to finance their additional costs.