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UTSA ID

Student's Last Name

Student's First Name

2009-2010 UTSA Student Cost of Attendance Adjustment Request

Office of Student Financial Aid and Enrollment Services (SFAES)
University of Texas at San Antonio, One UTSA Circle, San Antonio, Texas 78249-0687
1-800-669-0919 financialaid@utsa.edu www.utsa.edu/financialaid

DOCUMENTATION SUBMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED

A cost of attendance for school and personal expenses has been established by the SFAES based upon average yearly costs. The Cost of Attendance is broken down into broad categories. Please select from one of the remaining options if you have expenses that we may not have included or are of an extraordinary nature and submit the requested information. **Note: Grant money is not set aside for these requests and most cost of attendance adjustments only result in increased loan eligibility.**

STEP 1: ATTACH A LETTER OF EXPLANATION

- Letter must provide details supporting your request along with your signature certifying the information.

STEP 2: CHECK THE REASON(S) YOU ARE REQUESTING A COST OF ATTENDANCE ADJUSTMENT AND ATTACH THE ADDITIONAL REQUIRED DOCUMENTATION FOR EACH APPLICABLE SITUATION.

☐ **MORTGAGE/RENT EXPENSES:**

- Submit a copy of your monthly mortgage payment or rental lease agreement. Adjustments will be made only if the payment exceeds what is already allotted in the current cost of attendance budget (maximum amount considered is $850/month).

☐ **CHILD CARE EXPENSES:**

- Submit a copy of tuition agreement from your daycare provider (Statement from daycare provider must include the name of child(ren), age, cost per child, and dates verifying current enrollment).

☐ **COMPUTER PURCHASE:**

- Provide a copy of a receipt of purchase for the computer. Increase cannot exceed $2,100 (Only one request can be submitted during the period of undergraduate and graduate studies combined).

☐ **TRANSPORTATION (REPAIRS, OR ROUND TRIP MILEAGE EXPENSES):**
This does not include insurance premiums or regular maintenance such as oil changes, routine repairs, or cosmetic repairs, as this has already been accounted for in your cost of attendance.

- Attach photocopies of paid receipts for bills incurred since the first day of the **Fall semester** (for those beginning enrollment in the Fall) or the first day of the **Spring semester** (for those beginning in the Spring) for auto repairs not covered by insurance**. This circumstance will not be reviewed if the expense occurred before the first day of the semester in which you want the increase to be considered.**
- If you travel over 150 miles round trip to school per week, please include round trip mileage, number of trips per week, and the reason for traveling over 150 miles in the letter of explanation. You must attach a supporting mileage map available through any online mileage indicators (Mapquest, MSN, etc.) to show mileage from your home to UTSA.

☐ **UNUSUAL DEBTS:**
Only non-discretionary expenses can be considered for a cost of attendance adjustment and are considered unusual only if they exceed 12% of the family's income. Unusual debts can include but are not limited to expenses from failed businesses, education loans, non-discretionally personal debts, card debts for living expenses due to unemployment **(does not include credit card debts used for recreational purposes)**, and legal fees for divorce or adoption.

- Include photocopies of receipts of bills incurred since the first day of the Fall semester (for those beginning enrollment in the Fall) or the first day of the Spring semester (for those beginning in the Spring). **This circumstance will not be reviewed if the expense occurred before the first day of the semester in which you want the increase to be considered.**

OFFICE USE ONLY

Date Received in SFAES: _____

Entered on RRAAREQ by: _____

Processed by: _____

RRAAREQ Code: **S_COA**
Revised on 8/26/2009

Webx Code: **FA_SPEC_CIRCUM**

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☐ **UNUSUAL MEDICAL/DENTAL/OPTICAL EXPENSES:**
Medical expenses are considered unusual only if they exceed 11% of the family's income.

- Attach photocopies of paid receipts for medical bills incurred since the first day of the Fall semester (for those beginning enrollment in the Fall) or the first day of the Spring semester (for those beginning in the Spring). **This circumstance will not be reviewed if the expense occurred before the first day of the semester in which you want the increase to be considered.**

☐ **OTHER EXPENSES:**

- Attach photocopies of paid receipts for bills incurred since the first day of the Fall semester (for those beginning enrollment in the Fall) or the first day of the Spring semester (for those beginning in the Spring) for other additional expenses not included in the above categories. Please provide any additional details of your circumstance in the letter of explanation. **This circumstance will not be reviewed if the expense occurred before the first day of the semester in which you want the increase to be considered.**

STEP 3: LOAN CERTIFICATION

Please note that an increase in your cost of attendance does not guarantee an increase of additional funds, but changes resulting from your approved budget adjustment may result in increased Stafford loan eligibility. Loans may be increased up to the annual and/or aggregate limit not to exceed the cost of attendance. **If you are interested in receiving additional Stafford loans than what you were originally awarded, please check-mark and complete the section below:**

___ I am interested in receiving additional subsidized Stafford loans in the amount of: $_____. You may say "full award."

___ I am interested in receiving additional unsubsidized Stafford loans in the amount of: $_____. You may say "full award."

If you ask for an increase in loans, we want to ensure you understand your current loan situation. You must complete and attach the following:

1. Visit http://www.nslds.ed.gov/nslds_SA/ and attach a copy of your current Loan Summary.
2. Visit http://www.tgslc.org/borrowers/consolidate/calculator.cfm and attach a copy of your current loan repayment calculation.

STEP 4: COMPLETE CERTIFICATION STATEMENT

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- You have read each section and have provided the required documentation.
- Providing false information may result in reduced eligibility, repayment of aid, or both, in this year or next year.
- Changes resulting from this review do not guarantee an increase in aid.
- Additional documentation may be required upon request.
- During peak seasons, there may be a four week processing time for the request.
- Status of the request will be e-mailed to your UTSA email account.

Student Signature: _____ Date: _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et. seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.

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