



## Financial Aid and Scholarships 2019-2020 Student Cost of Attendance Adjustment

Submit completed form to One Stop Enrollment Center for processing

**Documentation submitted by fax or email will not be accepted. Please fill out online and print.**

The Cost of Attendance (COA) for school and personal expenses is determined annually by FAS and is based on the average cost a student will incur each semester. Select from one of the categories below if you have expenses that we may not have included or are of an extraordinary nature. This form can be submitted by mail, in-person at the One Stop Enrollment Center, or via the [Document Uploader](#).

**Note: Grant money is not set aside for these requests and most COA adjustments only result in increased loan eligibility. Submission of this form does not guarantee approval of your request.**

**STEP 1:** Attach a letter of explanation

- You must provide a detailed, typed, and signed letter supporting your request.

**STEP 2:** Check the reason(s) you are requesting a COA adjustment and attach the required documentation for each situation.

Receipts must be dated within the time of enrollment in the current academic year. Expenses occurred before the first day of the semester will not be reviewed.

- EDUCATIONAL EXPENSES (Tuition and fees, books, and additional school supplies not already accounted for in COA)
  - This request will not be reviewed until **after census date** of the term in which you are enrolled. During summer it will be the **final census date** for the terms in which you are enrolled. **NOTE:** For undergraduates, 16+ hours fall/spring and 7+ hours summer. For graduates 10+ hours fall/spring and 4+ summer.
  - Attach photocopies of paid receipts for supply expenses.
- MORTGAGE/RENT EXPENSES (Maximum amount considered is \$1000/month)
  - 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, which is approximately \$750/month.
- CHILD CARE EXPENSES
  - Submit a copy of the tuition agreement from your daycare provider. The statement from the daycare provider must include the name of each child, their age, cost per child, and dates verifying current enrollment.
- COMPUTER PURCHASE (Increase will not exceed \$2,100)
  - Provide a copy of a paid receipt for your computer or laptop purchase.
  - Only one request can be processed during the period of undergraduate and graduate studies combined.
- TRANSPORTATION (Repairs or round trip mileage exceeding 150 miles/week)
  - This request will not be reviewed until **after census date** of the term in which you are enrolled. During summer it will be the **final census date** for the terms in which you are enrolled.
  - Attach photocopies of paid receipts for bills incurred for auto repairs not covered by insurance (not including insurance premiums, regular maintenance or cosmetic repairs).
  - Attach supporting mileage map (Google/Bing Maps, etc) to show mileage from your home to UTSA. If you drive over 150 miles/week round trip to school, please include daily round trip mileage, number of trips per week and the reason for traveling over 150 miles/week in your letter.
- UNUSUAL DEBTS (Please contact a financial aid counselor for guidance)
  - Attach photocopies of paid receipts for bills due to unusual debts.
  - Unusual debts may include expenses from failed businesses, education loans, non-discretionary personal debts, credit card debts due to paying for living expenses while unemployed and legal fees for divorce or adoption.
  - **Recreational or discretionary credit card debt will not be considered.**
- UNUSUAL MEDICAL/DENTAL/OPTICAL EXPENSES (Please contact a financial aid counselor for guidance)
  - Attach photocopies of paid receipts for medical/dental/optical bills (not including co-pays).

**Office Use Only**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

RRAREQ Code: S-COA, S-COA2, S-COA3

WebX Code: FA-SPEC\_CIRCUM

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**STEP 3: Budget and Debt Management Attachments**

- UTSA is committed to helping students understand their current loan situation to ensure proper debt management. Complete and attach the following:
  1. Visit [http://www.nslds.ed.gov/nslds\\_SA/](http://www.nslds.ed.gov/nslds_SA/) and attach a copy of your current Loan Summary.
  2. Visit <https://studentloans.gov/myDirectLoan/mobile/repayment/repaymentEstimator.action> and attach a copy of your current loan repayment calculation.

**STEP 4: Loan Certification**

- An increase in your cost of attendance does not guarantee an increase in 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 updated cost of attendance. If you are interested in receiving an increase in Stafford loans complete the section below:

I am interested in receiving an additional **subsidized** Stafford loan in the amount of (you may write "full award"):

- Subsidized loans are only available to undergraduate students.

I am interested in receiving an additional **unsubsidized** Stafford loan in the amount of (you may write "full award"):

**STEP 5: 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.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- During peak seasons, processing times may increase.
- Changes resulting from this review do not guarantee an increase in aid.
- The decision of this form will be communicated via preferred email as indicated in ASAP.
- You have read each section, have provided the required documentation and realize that more may be required upon request.

Telephone Number: \_\_\_\_\_

Student Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Office Use Only**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

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