

Commonwealth University establishes a Cost of Attendance (COA) each academic year based on costs an average student could expect. This student budget includes costs associated with tuition, room, board, fees, transportation and personal expenses as the Cost of Attendance. The COA serves as the maximum cap for financial aid, meaning borrowing cannot occur over this level even if a loan amount is approved to be higher. A COA appeal is available if you experience unexpected and unusually high educationally related expenses during the current academic year. An appeal will only be considered if the actual costs exceed the cost of attendance. Documentation must be provided to substantiate your request and estimates are not permitted. This form is now available through our commonwealthu.studentforms.com portal. Be sure to upload the required documentation and click the submit button on the bottom right hand side to ensure submission. Please allow two weeks for processing. ***IMPORTANT-Submission of an appeal does not guarantee an increase nor does it automatically increase your financial aid eligibility.***

The Cost of Attendance (COA) serves as the maximum cap for financial aid. Under certain circumstances, students whose awards reach that COA limit may appeal for an increase to their budget. Complete this form and provide required documentation to request a potential increase to your Cost of Attendance for education related expenses. **This appeal does not increase your financial aid or lower your bill.** The Office of Financial Aid shall review your case upon successful completion and submission of the web form. Please contact the Office of Financial Aid for additional information or if you have questions.

Prior to submitting your request:

- Research the costs associated with your budget made by the financial aid office. This includes amounts already included for tuition, room, board, fees, books and personal expenses.

Reasons for Appeal/Documentation Required:

- One-time computer or required software purchase to be used for academic purposes. You must provide a cost estimate from a retailer. No additional expenses for equipment, warranty or protective case will be considered. The approved allowance will not exceed \$1,500.
- Housing/meals exceed COA. Please provide a signed copy of the full lease or documentation of food costs.
- Transportation expenses exceed COA. Please provide details of mileage and reason for travel.
- Books/supplies exceed COA. Please provide receipts/documentation for required books, supplies or equipment.
- Child care expenses. Please provide documentation supporting the total cost of child care for each child included on the FAFSA.

Allow 3-5 business days for the completion of this process upon receipt of all documentation requested. During high volume times, this may be longer.

Approval of appeals does not guarantee additional aid. If we are able to increase your Cost of Attendance AND you have additional Federal Direct Student Loan eligibility, we will offer you additional federal loan assistance. If you have no remaining federal student loan eligibility or the increase in federal student loan does not meet the increased Cost of Attendance, you may apply for a Federal Direct PLUS/Grad PLUS Loan or Private Educational Alternative Loan.