

Emergency Assistance Program

STUDENT COST OF ATTENDANCE ADJUSTMENT REVIEW



ALAMO
COLLEGES
DISTRICT

BANNER ID _____ STUDENT'S LAST NAME: _____ STUDENT'S FIRST NAME: _____

The **Cost of Attendance (COA)** for educational expenses are determined annually by the **Alamo Colleges Office of Student Financial Aid (OSFA)**. **These costs** are based on actual tuition and fees, and the average cost of: Books, room and board, transportation and miscellaneous fees for an academic year based the student's dependency and residency status. If you have expenses not included or exceeds the Alamo Colleges budget, you may submit this form to request a review of your COA budget.

COMPLETE STEPS 1 - 4

STEP 1: Select the reason you are requesting a COA adjustment and attach the required documentation.

EDUCATIONAL EXPENSES (Tuition and fees, books, uniforms and additional school supplies above the COA)

- Signed Letter of explanation. You must provide a detailed typed letter supporting your request
- Attach photocopies of paid receipts for all expenses to be considered
- Texas A&M Engineering Program Computer

CHILD CARE/ELEMENTARY AND SECONDARY EDUCATION FOR DEPENDENT EXPENSES

- Signed Letter of explanation. Your letter must include the names and ages of the children in which expenses are paid
- Submit a copy of the tuition agreement from your daycare provider/school. The statement from the daycare provider/school must include the name of each child, their age, cost per child, and dates verifying current enrollment

TRANSPORTATION (Uninsured repairs, round trip mileage exceeding 150 miles/week)

- Letter of explanation. (If you drive over 150 miles/week round trip to school, please include daily round
- Attach photocopies of **paid** receipts for bills incurred for auto repairs not covered by insurance.
- Attach supporting mileage map (Mapquest, GoogleMaps, etc) to show mileage from your home address on record with Alamo Colleges to your primary institution.

UNUSUAL MEDICAL/ DENTAL/OPTICAL EXPENSES

- Letter of explanation.
- Attach photocopies of **receipts for bills** of all medical, dental, and/or optical expenses **not covered by insurance**
- Attach photocopies of **paid** receipts for medical/dental/optical bills (not including co-pays).

STEP 2: Read and sign the Certification Statement

CERTIFICATION STATEMENT: By signing this document, I acknowledge and certify:

- The information submitted is true and accurate to the best of my knowledge
- Failure to submit all documents as requested, may cause a delay and/or denial of my application
- Submission of this form does not guarantee an approval of my request
- Approval of the Cost of Attendance Budget Adjustment is at the discretion of the Student Financial Aid office
- If approved, the only aid eligibility may be student loans (if you are interested in applying for student loans, you must submit the Direct Loan Request via your ACES portal). For more information regarding Student Loans at the Alamo Colleges click [Loans](#)
- Processing time can take up to 6 weeks. A final decision will be posted to my ACES portal account

Signature _____

Date: _____

AY 18-19 Cost of Attendance Budgets
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18-19 Budget Elements	Dependent In District	Dependent Out of District	Independent In District	Independent Out of District
Tuition & Fees	\$ 2,760	\$ 7,170	\$ 2,760	\$ 7,170
Books & Supplies	\$ 1,491	\$ 1,491	\$ 1,491	\$ 1,491
Transportation	\$ 2,296	\$ 2,296	\$ 2,296	\$ 2,296
Personal and Miscellaneous	\$ 2,138	\$ 2,138	\$ 2,138	\$ 2,138
Room & Board	\$ 2,690	\$ 2,690	\$ 8,605	\$ 8,605
Direct Loan Fees				
Total COA	\$11,375	\$15,785	\$17,290	\$21,700
Allowable and Common Adjustments to the Cost of Attendance				
Dependent Care	Unexpected Medical Costs	Disability Expenses	Tuition & Fees over normal COA	
One Time Professional License	Reasonable Study Abroad Costs	Car Repairs beyond Normal Maintenance		

Notes: Adjustments to a student's Cost of Attendance are typically used to assist a student in paying a bill but usually to reimburse for a ***paid*** bill. These are usually unexpected and unordinary expenses. A student's lifestyle choices that increase their monthly expenses are not grounds for an adjustment to their Cost of Attendance.

If the student's request is not an emergency, then you might consider directing them to the Student Financial Aid Office for assistance.