KANSAS STATE UNIVERSITY | Office of Student Financial Assistance

# 2020 - 2021
# Cost of Attendance Adjustment Form

**Submit securely online:**
ksu.edu/sfa/upload

**Deliver in person:**
119 Anderson Hall | 919 Mid-Campus Drive North
Manhattan, Kansas 66506-0107

Student's Name (Last, First, MI) _____

Wildcat Identification Number _____

Student's K-State Email Address _____

Student's Phone Number _____

The Cost of Attendance (COA) represents an estimate of the education related costs incurred while attending Kansas State University during an academic year. Education related costs include: tuition and fees, room and board, books and supplies, transportation, and miscellaneous. If a student experiences a change in his/her expenses, our office may be able to adjust the student's cost of attendance. Adjustments could consist of adding new costs or increasing existing costs.
**Note:** Increasing your cost of attendance does not guarantee additional federal financial aid eligibility.

I am requesting a Cost of Attendance adjustment for (check one):

☐ Fall/Spring ☐ Fall only ☐ Spring only ☐ Summer only

## Check the boxes that apply and submit the corresponding documentation.

☐ Purchase of a computer
- An adjustment to include the cost of a computer may occur once as an undergraduate and once as a graduate/professional student.
  I am a(n): ☐ Graduate ☐ Veterinary Medicine ☐ Undergraduate – Major: _____
- Your cost of attendance will be increased by a standard amount unless your college or department requires specific hardware and/or software. If a specific computer is required, submit documentation from your college or department detailing the cost.

☐ Enrolled in a course that requires a Field Trip experience (not study abroad)
- Typically the field trip is a short, faculty led domestic trip approximately one week in length.
- Submit documentation from your college, department, or instructor that details the cost of the field trip.

☐ Child care expenses
- Submit documentation from your child care provider which details the monthly expense (e.g. contract, monthly statements, etc.).
- Child care expenses may be included if the student is incurring the expense while attending class, study sessions, group projects, labs, etc.
- List below the children under the age of 12 for whom you will be paying dependent child care expenses.

| Name of Child | Age | Date Child Care Begins |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Student's Wildcat Identification Number

**The following items may be increased if your actual expense is greater than the amount already budgeted. Review your estimated Cost of Attendance by navigating in KSIS to *Student Center > View Financial Aid > 2021 > My Financial Aid Details***

☐ My Tuition and Fees exceed the amount already included in my cost of attendance.
- Excess tuition and fees only applies to students who are enrolled above the base enrollments listed below:
  - Undergraduate – 14 Credit Hours
  - Graduate – 6 Credit Hours
  - Veterinary Medicine – 21 Credit Hours

☐ My Books and Supplies exceed the amount already included in my cost of attendance.
- Submit copies of your receipts indicating the amount spent on books and/or supplies

☐ My Room and Board exceeds the amount already included in my cost of attendance.
- Submit a copy of your lease agreement indicating your portion of the rent.
- Submit a written statement detailing your monthly food/grocery expenses.
- Submit copies of the past three (3) month's utility statements (ie. water, trash, electricity, gas, internet, cable, phone, etc.) indicating your portion.
  **Note:** Adjustments made for this category must reflect a reasonable expense; not all adjustments will be accepted due to the lifestyle choice of the student.

☐ My Transportation expenses exceed the amount already included in my cost of attendance.
- Submit documentation for any recent maintenance or operating expense you may have incurred
- Submit documentation of airfare expense to travel home during holiday breaks
- Your cost of attendance may be increased if your daily commute to campus exceeds 60 miles.
  Please provide the following:

Student's Street Address

Number of Commute days/week

City State Zip

Daily Miles Roundtrip

## Certification Statement

The information contained in this request and any supporting documents is true and complete to the best of my knowledge. I understand that submission of this form does not guarantee a change in my financial aid eligibility.

Signature of Student (required) Date

**Digital signatures are not accepted.**