Western Oregon UNIVERSITY

| Student Name: | | Student ID: | |
|---|---|---|---|

## 2018-19 Cost of Attendance Increase Request

Federal regulations allow us to increase your standard Cost of Attendance (COA) for certain educationally-related expenses. Use this form to request an increase in your COA. Please note that approval of your **COA increase request is no guarantee that you will have additional aid eligibility available to you**. You will be notified via WOU email when your request has been processed. It may take up to 6 weeks to process your request.

☐ I would like the Financial Aid Office to only increase the following types of aid (check all that apply):

☐Subsidized loan ☐Unsubsidized loan ☐Remaining loan eligibility ☐Grad PLUS loan

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☐ **Commuting Expenses** – for students who live **more than 25 miles** from the WOU Monmouth campus or are commuting **more than 25 miles** from campus or their home to an internship/practicum/student teaching experience.

Check ONLY the current and prior term…future terms must be a separate request

☐ Fall Term 2018 ☐ Winter Term 2019 ☐ Spring Term 2019

I will commute

From: _____
Home Address City State Zip

To: _____
Address City State Zip

For the purpose of: ☐ Attending class at WOU in Monmouth, OR
☐ A practicum/internship/student teaching for this class: _____

☐ Attach a copy of your schedule showing how many days a week you will be commuting.

☐ **Childcare Expenses** – for students who pay childcare expenses for their legal dependents who are younger than 12, or who are older than 12 but have a documented reason why they require childcare.

* Please note that WOU will not increase your COA for childcare beyond $532/mo for children 0 – 5 or $414/mo for children 6-11, regardless of what you pay.

Check the applicable term(s):

☐ Fall Term 2018 ☐ Winter Term 2019 ☐ Spring Term 2019

☐ Attach a copy of your most recent receipt and/or canceled check from each childcare provider that you pay.

| Name of Legal Dependent | Date of Birth | Name of Childcare Provider | Cost Per Month* |
|---|---|---|---|
| | | | |
| | | | |

*(See Page 2 for more categories of allowable educational expenses)*

This document is available in alternate formats. Please give reasonable notice to the Financial Aid Office

WOU Financial Aid Office
310 Administration Building, 345 Monmouth Ave N • Monmouth, OR 97361 • Tel: 503-838-8475 • Fax: 503-838-8200 •
wou.edu/finaid • finaid@wou.edu

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☐ **Medical Expenses** – for students who had necessary, unplanned medical care while enrolled in classes and have outstanding expenses after insurance has paid. Planned or elective procedures or routine healthcare costs (e.g. corrective eyewear, non-emergency dental care, preventative or routine care) are considered part of your miscellaneous/personal expenses already part of your standard budget and are not eligible for an increase in COA.

☐ Attach a copy of the following:
- The bill(s) from your healthcare provider(s) that shows the type of care given (i.e. diagnosis), date of service, and your current outstanding balance, ***AND***
- An explanation of benefits from your insurance provider showing the amount they covered and the remaining patient responsibility

☐ **Computer Expenses** – a **one-time purchase during your degree program** for a computer/laptop up to $762. Note: this is **not a refund or cash given**, it only increases your COA budget.

Attach a receipt, an invoice, a specifications sheet, or an advertisement for a computer/laptop you plan to purchase or have already purchased during the current academic year.

☐ **Additional Tuition Expenses** – for tuition that you pay in a term that exceeds your estimated tuition for that term. The standard tuition budget for students is an average of WOU's different tuition plans (Basic; Western Promise) for 15 credits. Typically, if you are enrolled in more than 15 undergraduate credits or 9 graduate credits, you are paying more tuition than what is in your standard COA.

☐ Undergraduate ☐ Graduate Term:_____ Number of credits enrolled: _____

☐ **Other Expenses** – for expenses related to successfully completing your coursework that do not fall into any of the above categories.

Attach receipts or other documentation showing details and amounts of this other educational expense. For housing adjustments, please include rental agreement, utility statements and estimate of monthly grocery bill.

Expense Item:_____

Course(s): _____

Attach a written explanation of why you must incur this expense to successfully complete your coursework.

By signing this document, you attest that the above information is true. You further attest that your attached documentation is authentic. Giving false statements or altered documentation to fraudulently obtain federal funds is a crime and is punishable by fines, incarceration, or both.

**Student Signature:** _____ **Date:** _____

FA OFFICE USE ONLY:
Comments:

Counselor: _____ Date: _____

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