Computer, Housing and Dependent Care Allowance Request Form

The U. S. Department of Education permits institutions to include in a student’s Cost of Attendance (COA) the purchase of a computer for educational use, housing, and dependent care. The Office of Student Financial Aid and Scholarships will include this expense for students upon request and according to the following policy:

- The maximum allowance for purchase of a computer is $1,500 which may include the cost of a printer, software, supplies, and maintenance contract. Request over $1,500 will not be approved. A student may receive the computer allowance only once as an undergraduate and once as a graduate student.

- In order to have the cost of the purchase of a computer added to the COA, the student must submit this completed form and a dated receipt/proof of purchase attached to this document.

- The COA includes an allowance for housing. To make an adjustment to the housing allowance, a signed lease/rental agreement showing your monthly rent and a list of roommates are needed. If the rent for the academic year is less than the housing allowance, your COA will not be increased.

- After the semester has begun, requests with the appropriate documentation may be submitted at any time but no later than 30 days before the end of the semester. Request of the computer allowance is not allowed during the summer semester.

<table>
<thead>
<tr>
<th>Select One</th>
<th>Category</th>
<th>Amount Requested</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Computer Expenses</td>
<td>$</td>
<td>Proof of purchase of computer/printer</td>
</tr>
<tr>
<td></td>
<td>Housing Expenses</td>
<td>$</td>
<td>Recently dated rent receipt showing amount of rent, copy of your electric bill and a list of roommates are needed</td>
</tr>
<tr>
<td></td>
<td>Dependent Care Expenses</td>
<td>$</td>
<td>Proof of expenses for dependent care (daycare, etc.)</td>
</tr>
</tbody>
</table>

Certification Statement

I understand that increasing my COA does not guarantee an increase the amount of financial aid offered to me for this academic year. I certify that the information submitted to support this request is true and complete to the best of my knowledge. I understand that I must adhere to the above conditions and I will use the funds approved for the intended purpose. I understand that I must to provide actual proof of purchase of the computer for which I have requested the adjustment.

Student Signature: ___________________________________________ Date: __________

For Office use only

Counselor: ___________________________ Date: __________  □ Approved  □ Denied

Final Review: _________________________ Date: __________

OFFICE of STUDENT FINANCIAL AID AND SCHOLARSHIPS

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