

West Chester University Budget Adjustment Policy

The federal government requires all universities to set a standard, reasonable cost of attendance (COA) for its students for each term within the academic year. Universities use this figure for awarding financial aid. In some circumstances, the financial aid office staff is allowed to exercise professional judgment to make adjustment to the standard COA, on a case-by-case basis. Please allow 2-3 weeks processing time for this form. Guidelines for the appeal are:

1. Adjustments must be reasonable and must be supported by appropriate documentation.
2. Costs must be incurred while the student is in attendance at WCU.

Childcare	Adjustments can be made with appropriate documentation.
Housing/Rent	Adjustments can be made for rental charges exceeding \$1,000/month. Be sure to provide a signed copy of your lease.
Food	You must calculate and explain how you arrived at your monthly figure.
Medical	Adjustments can be made with appropriate documentation, which includes a letter from you physician and/or receipts for expenses not covered by health insurance.
Computer	An adjustment can be made with receipt/supporting documents for one computer purchase for school studies.
Travel	An adjustment can be made for travel from/to home costs. You must calculate and explain how you arrived at your monthly figure.
Study Abroad	Adjustments can be made for costs related to study abroad. Those costs are collect through the Consortium Agreement form.
Miscellaneous	Adjustments can be made for other costs related to school attendance. You must document and calculate any one-time or monthly expenses and explain how you arrived at your figures.

The following expenses **cannot** be used to increase the standard COA budget:

Car Rental/Parking	Credit Card Debt
Moving Expenses	Summer Living Expenses
Entertainment	Student Loans
Club Dues and Activity Fees	Job Search Expenses
Security Deposits	

Requests for COA increases may be adjusted or denied based on the judgment of the counselor processing the request. Counselors may exercise professional judgment to adjust for other reasonable expenses. You may be required to submit additional documentation as determined by the Financial Aid Office staff.



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Budget Adjustment Request

Student's Name: _____ WCU ID: _____

Please adjust my budget for the following term and year:

- () Full Academic Year _____
- () Fall _____
- () Winter _____
- () Spring _____
- () Summer _____

Monthly Payments:

- Childcare \$ _____ /month
- Housing/Rent \$ _____ /month
- Food \$ _____ /month
- Travel \$ _____ /month

One-Time Payments:

- Medical \$ _____
- Computer \$ _____
- Miscellaneous \$ _____

Please explain:

I understand that I must provide the WCU Financial Aid Office with proper documentation for the above expenses at the time I submit this form, and that I may need to submit additional information if deemed necessary by the Financial Aid Office staff. In order to receive additional loan funds based on an approved budget increase, I understand that I may need to submit a new loan application.

I acknowledge that this appeal does not automatically guarantee a budget increase or additional aid, and that requested amounts might be reduced.

Student's Signature

Date