

COST OF ATTENDANCE ADJUSTMENT REQUEST - GRADUATE STUDENTS

Please note that Direct Loans are available only if accepted and the federal online requirements, including the Master Promissory Note, Entrance Counseling and Grad PLUS application/endorser, are completed by the following dates:

Fall only: Direct Unsubsidized Loan – November 30, 2016; Grad PLUS – October 30, 2016

Fall/Spring or Spring-only: Direct Unsubsidized Loan - April 30, 2017; Grad PLUS – March 30, 2017

Note: Loans may not disburse if any loan requirement is completed after these dates.

Student's name: _____ Student ID#: _____

Phone #: _____ Email: _____

INSTRUCTIONS: Enter the expenses you wish to be added to your cost of attendance. Expenses must be incurred for the semester(s) you will attend in 2016-17. **Please refer to page 2 to ensure that you provide the proper documentation.** Write the number of the item below on each page of documentation you are submitting. Expenses that are not properly documented will not be considered.

STUDENT EXPENSES

- 1) Off-Campus Rent/Mortgage and Utilities
 Student's share of Rent/Mortgage \$ _____ /Month
 Student's share of Utilities (\$50 max.) \$ _____ /Month
- 2) Transportation \$ _____ /Academic Year
- 3) Computer Purchase \$ _____ /Actual cost
- 4) Necessary Medical/Dental Expenses \$ _____ /Academic Year
- 5) Childcare Expenses \$ _____ /Month
- 6) Special Books and Supplies \$ _____ /Actual cost
- 7) Relocating Expenses \$ _____ /Actual cost
- 8) Research, fieldwork or thesis expenses \$ _____ / Actual cost

I acknowledge that Direct Loans must be accepted on Cal Central and all requirements completed by the dates above to guarantee payment. Requests to convert loans to work-study must be also be made through Cal Central. I understand that I may be asked to provide additional documentation and that submitting an appeal is no guarantee of approval.

I certify that all the information on this form is true and complete. I will report any changes in writing to the Financial Aid and Scholarships Office.

Signature: _____ Date: _____

To expedite the processing of this form, fax it to our Financial Aid Forms Fax: 855-895-3690.

Mailing address: University of California, Berkeley, Financial Aid and Scholarships Office, 2nd Floor Sproul Hall, Berkeley, CA 94720-1960; **In-person drop-off:** Cal Student Central, 120 Sproul Hall



EXPENSE ALLOWANCES TO STANDARD STUDENT COST OF ATTENDANCE (COA)

Type of Allowances	Amount Included in Standard COA	Maximum Allowed: Total allowed <i>including</i> the amount in the standard COA	Documentation Required
1) Rent or home mortgage payments plus utilities.	\$1,457/month \$13,116/year	\$2,150/month \$19,350/year	Copy of a signed lease. If rent is not shared equally, you must provide documentation of your share (if married or living with a partner, rent will be split equally).
2) Transportation: Commuting to/from campus, employment, and visits home during breaks (maximum of 2 per academic year, one per term domestic, one per year international)	\$349/month \$3,146/year	\$709/month \$6,386/year	Commuting expenses: Itemization of per-month amount calculated at standard rates. If using private car, you must provide a copy of your DMV registration and a letter explaining why AC transit is not an option. Calculate \$.54/mile, cost of tolls and parking. Trips home: Copy of actual travel bill or quote/estimate for 21 day advance purchase fare. Two reasonably priced domestic or one international trip allowed per year.
3) Cost of a Personal Computer: Cost of CPU, monitor, required peripherals	Not Included	\$3,000 You can only request a COA increase for a computer purchase once every three academic years	Receipt or order form for computer. Must be purchased during the period of enrollment. The date on the receipt or order form must fall within July 1, 2016 – May 30, 2017.
4) Necessary Medical/Dental: Not covered by insurance (e.g., checkups, lab work, prescription drugs, optical, dental, physical therapy, psychological counseling)	Not Included	\$5,000	Copy of billing statement or estimate, indicating patient name, cost, date, and type of treatment. The billing statement and/or estimate must indicate the amount paid by insurance.
5) Childcare Expenses: For dependents under the age of 14.	Not Included	\$10,800	Single parent or married (if married, spouse must be a student or working). For licensed providers, two cancelled checks and a copy of the invoice or contract. For non-licensed providers, two cancelled checks and a signed letter from the provider.
6) Special Books & Supplies: Items needed in addition to regular required materials. Includes computer supplies.	\$802/AY. – Grad* \$1,496/AY – Law *Haas programs may vary	Actual cost	Itemized list approved and signed by advisor. Items must be <i>required for all students</i> in the class.
7) Relocating Expenses: <i>Applies only to new, entering students</i>	Not Included	\$3,000	Receipts for actual rental truck expenses including gas receipts. Relocating expenses. DO NOT include security deposits, the purchase of household items, flights, or other expenses related to securing living arrangements.
8) Research, fieldwork, or thesis expenses	Not included	\$5,000	Itemized list approved and signed by faculty advisor(including travel). Advisor must specify that costs are required educational costs. Professional development costs are not allowed.