COST OF ATTENDANCE ADJUSTMENT REQUEST - GRADUATE STUDENTS

Please note that Direct Loans are available only if 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, 2015; Grad PLUS - October 30, 2015.
**Fall/Spring or Spring-only:** Direct Unsubsidized Loan - April 29, 2016; Grad PLUS – April 1, 2016

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Student's name: _______________________ Student ID#: ______________________

Phone #: __________________________ Email: __________________________

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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 2015-16. **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

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I acknowledge that Direct Loans must be accepted on MyFinAid.berkeley.edu two weeks prior to the end of the semester to guarantee payment. Requests to convert loans to work-study must be also be made at MyFinAid.berkeley.edu.

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: __________________________

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To expedite the processing of this form, fax it to our Financial Aid Forms Fax: 510-643-2015

**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

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CostofAttendAdjReqGrad D1 1516  nh 07/07/15 sm 07/15/15 j f7/223/15
<table>
<thead>
<tr>
<th>Type of Allowances</th>
<th>Amount Included in Standard COA</th>
<th>Allowable Additional Expenses</th>
<th>Maximum COA</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Rent or home mortgage payments plus utilities.</td>
<td>$1,402/month $12,618/year</td>
<td>$6,363/academic year, including no more than $50 a month for utilities</td>
<td>$2,109/month $18,981/year</td>
<td>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).</td>
</tr>
<tr>
<td>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)</td>
<td>$335/month $3,240/year</td>
<td>$360/month $3,240/year</td>
<td>$695/month $6,260/year</td>
<td>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 $.575/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.</td>
</tr>
<tr>
<td>3) Cost of a Personal Computer Cost of CPU, monitor, required peripherals</td>
<td>Not Included</td>
<td>You can only request a COA increase for a computer purchase once every three academic years.</td>
<td>$3,000</td>
<td>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, 2015 – May 30, 2016.</td>
</tr>
<tr>
<td>4) Necessary Medical/Dental not covered by insurance (#ZD) (e.g., checkups, lab work, prescription drugs, optical, dental, physical therapy, psychological counseling)</td>
<td>Not Included</td>
<td>$5,000</td>
<td>$5,000</td>
<td>Copy of billing statement or estimate, indicating cost, date, and type of treatment. The billing statement and/or estimate must indicate the amount paid by insurance.</td>
</tr>
<tr>
<td>5) Childcare Expense (#ZB) For dependents under the age of 14.</td>
<td>Not Included</td>
<td>$1,000/month</td>
<td>$9,000</td>
<td>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.</td>
</tr>
<tr>
<td>6) Special Books &amp; Supplies (#ZB) Items needed in addition to regular required materials. Includes computer supplies.</td>
<td>$796/ac. yr. - Grad $1,496/ac. yr - Law $1,162/ac. yr. – MBA $1,104/ ac.yr- EW MBA (1st year)</td>
<td>Actual cost above the standard COA allowance.</td>
<td>Actual cost</td>
<td>Itemized list approved and signed by advisor. Items must be required for everyone in the class.</td>
</tr>
<tr>
<td>7) Relocating/Moving Expenses (Entering Year Only)</td>
<td>Not Included</td>
<td>$3,000</td>
<td>$3,000</td>
<td>Receipts for actual rental truck expenses including gas receipts. Relocating expenses. DO NOT include the purchase of household items, security deposits, flights, or other expenses related to securing living arrangements.</td>
</tr>
<tr>
<td>8) Research, fieldwork, or thesis expenses</td>
<td>Not included</td>
<td>$5,000</td>
<td>$5,000</td>
<td>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.</td>
</tr>
</tbody>
</table>