COST OF ATTENDANCE ADJUSTMENT REQUEST

Cost of Attendance (COA) Adjustment Requests must be submitted by the following dates: **Fall only students**: December 7, 2015; **All others**: April 29, 2016

Please note that Direct Loans are available only if the federal online requirements, including the Master Promissory Note, Entrance Counseling and Parent PLUS Loan Application, are completed by the following dates:

- **Fall only**: Direct Subsidized/Unsubsidized Loan - November 30, 2015; Parent PLUS October 30, 2015
- **Fall/Spring or Spring-only**: Direct Subsidized/Unsubsidized Loan – April 29, 2016; Parent PLUS – April 1, 2016

Print Name: _______________________________ Student ID# (required): ____________________________

Email: ______________________________ Phone: ______________________________

**STUDENT EXPENSES**

**INSTRUCTIONS**: Enter the expenses you wish to be added to your cost of attendance. Expenses must be incurred during the academic year (August 2015 - May 2016). Documentation is required for all of the expenses you list below. Please refer to page 2 to ensure that you provide the proper documentation. Expenses that are not properly documented will not be approved. You are limited to one adjustment request per term.

1) Off-Campus Rent/Mortgage and Utilities
   - Student's share of Rent/Mortgage $ ________________/Month
   - Student's share of Utilities ($50 max.) $ ________________/Month

2) On-Campus Residence Hall Fee $ ________________/Academic Year

3) Transportation $ ________________/Academic Year

4) Computer Purchase $ ________________/Actual cost

5) Necessary Medical/Dental Expenses $ ________________/Academic Year

6) Childcare Expenses $ ________________/Month

7) Special Books and Supplies $ ________________/Actual cost

8) Relocating Expenses $ ________________/Actual cost

**SIGNATURE**

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 the information on this form is complete and accurate to the best of my knowledge.

Signature: ______________________________ Date: ______________________________

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
**EXPENSE ALLOWANCES TO STANDARD COST OF ATTENDANCE**

<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, Mortgage, Utilities (#23) (PG &amp; E, Water, Telephone) Rent, Mortgage, Utilities for family housing #2E</td>
<td>UG $798/month—$7,184/Academic year</td>
<td>Actual expense above the standard COA allowance up to: Family Housing - $11,797 acad. yr. (includes maximum of $50 for utilities) Not in Family Housing - $4,454 acad. yr.</td>
<td>Family Housing - $2,109/mo., $18,981/academic year Not in Family Housing: $1,293/mo., $11,638/academic year Not in Family Housing with Dependent Children: $2,109/mo., $18,981/academic 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) Residence Hall Fee (#23)</td>
<td>$14,388/yr.</td>
<td>Actual expense above the standard COA allowance up to $1,787/term; $3,574/academic year.</td>
<td>$17,992</td>
<td>Documentation, from the UCB Residential and Student Service Programs Office (e.g., copy of housing contract).</td>
</tr>
<tr>
<td>3) Transportation (#26) Commuting and Visits Home During Breaks (maximum of 2 per academic year, one per term)</td>
<td>Off-Campus: $81/month - $732/Academic yr. Living with relative: $184/month - $1,658/Academic year On Campus: $267/semester - $534/Academic year</td>
<td>Off-Campus: $1,500 (commuting/trips home combined) Living w/Relatives: $900 (commuting only; no allowance for trips home). On-Campus: $600 (trips home) and $900 (commuting to and from work)</td>
<td>Off-Campus - $2,232 yr. Living with relative - $2,558 yr. On-Campus - $2,034 yr.</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>4) Cost of a Personal Computer (#20 to #22) 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>$2,500</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>5) Necessary Medical/Dental not covered by insurance (#20) (e.g., checkups, lab work, prescription drugs, optical, dental, physical therapy, psychological counseling)</td>
<td>Off Campus: $29/month - $267 Ac yr Living with relative: $37/month - $334 Ac yr On Campus: $30/month - $272 Ac yr</td>
<td>Actual expense above the standard COA allowance up to: Off Campus: $4733 Acad yr Living w/relative: $4666 Acad yr On Campus: $4728 Acad yr</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>6) Childcare Expense (#28) For dependents under the age of 14.</td>
<td>-0-</td>
<td>Actual cost</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>7) Special Books &amp; Supplies (#28) Items needed in addition to regular required materials. Includes computer supplies.</td>
<td>$1,240 per Academic Year (Includes $93 for tablet purchase)</td>
<td>Actual cost above the standard COA allowance.</td>
<td>Actual cost</td>
<td>Itemized list approved by advisor (including travel). Items must be required for everyone in the class.</td>
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<tr>
<td>8) Relocating Expenses (Entering Year Only)</td>
<td>-0-</td>
<td>Actual cost up to a maximum of $2,000</td>
<td>$2,000</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 prior to the start of the term.</td>
</tr>
</tbody>
</table>