

Cost of Attendance (COA) Adjustment

Request for Cost of Attendance (Budget) Re-evaluation

Student Name: _____ **Student ID#:** _____

The estimated cost of attendance (budget) used to determine your financial aid eligibility includes tuition and mandatory fees based on enrollment as well as average amounts for expenses such as housing and food, books, transportation, miscellaneous expenses, supplies, materials, equipment, etc. You can review these current amounts on your Financial Aid Portal located on your myRider portal.

If some of your actual school-related expenses are more than the budgeted amount you may be eligible for a budget increase. These are considered on a case-by-case basis, subject to federal and university policy. If approved, budget increases are typically funded with *additional loans* (federal or private).

ONLY the items listed below can be considered for budget increases. Complete this worksheet and submit pages 1 and 2 with all supporting documents as indicated on page 3 for specific items you are appealing. Only those expenses that you are actually paying can be appealed (e.g. you cannot request an increase in housing costs if you are not paying the rent).

If you have any questions while completing this document please contact the One Stop Office via email at verification@rider.edu.

Budget Item	Actual Monthly Expense
Tuition and Fees	Are you registered for extra credits or have significant course or lab fees? <input type="checkbox"/> Yes <input type="checkbox"/> No
Books, Supplies, Materials, Equipment (higher than the current budgeted amount)	
Housing/food expenses (Please refer to the box below)	
Child/Dependent care	
Disability related items	
Computer costs	
Other (please identify):	

Housing expenses:

Are you responsible for paying rent/mortgage (is your name on the lease/mortgage)?

Yes
 No

Do you share living expenses with others?

Yes - If so, with whom?

No

If no, please explain

Before submitting this request, please visit www.nslsds.ed.gov, to see your current total federal loan debt (PLUS and private loans are not included) to consider how additional loan funds may affect your repayment after graduation. Prior indebtedness may be considered in determining whether a budget increase will be approved.

Required Documentation for Cost of Attendance (Budget) Increase Request:

Please submit the documentation indicated below as required to support your request. The documentation needs to be submitted via the [One Stop Document Uploading System](#).

1. Tuition and Fees or Course/lab fees not included in student budget:
 - a. No documentation needed, we will review your Student Account charges
2. Books, etc. exceeding the amount included in your budget:
 - a. Itemization of books required for courses
 - b. Receipts to show amounts paid
3. Computer rental or purchase
 - a. The customary, reasonable cost to purchase a computer is determined to be \$1,500 (which is already accounted for in a full-time student's cost of attendance). If you have receipts that exceed this amount for a computer please provide them to the One Stop Office, along with documentation of the requirement of the need for the computer.
 - i. Documentation may include but is not limited to: course syllabus requiring equipment and software, a letter from the department/program chair indicating that the computer is required

NOTE: Rider University will allow the cost of a computer once during a degree program.
4. Course-related equipment, trips/conferences and other expenses required for your educational program:
 - a. Itemization of expenses incurred or requested
 - b. Letter or memo from department chairperson or other authorized person verifying that the expense is necessary for your class or program
5. Rent/mortgage or other housing expenses exceeding the standard budget or a change in living arrangements resulting in greater costs:
 - a. Copy of lease/rental agreement in student's name (must include dates of rental, signature from student/parent/guardian and landlord). Rider University determines a reasonable cost for an off-

campus housing to be \$4,000 (total) for the fall and spring semesters. Rider University will only allow expenses for 9 months (4 months for the fall semester and 5 months for the spring semester) when calculating your Cost of Attendance.

- b. For a move to campus housing, no documentation is needed; we will verify your billed charges
6. Child/dependent care expenses necessary for class attendance during your period of enrollment:
 - a. A copy of the contract verifying child care expenses including name of a child care provider and name of child/children
 7. Disability-related expenses during the period of enrollment not already covered by insurance or an agency:
 - a. Itemization of projected expenses not covered by insurance, outside agencies or other means

Please be aware that Cost of Attendance/budget revisions will **not** be considered for non-educational expenses such as:

- Car payments
- Credit card bills
- Other bills not related to educational expenses
- Bills paid by another person/party