North Carolina Central University Student Cost of Attendance Adjustment

A Cost of Attendance for school and personal expenses has been established by NCCU based upon average yearly costs. The Cost of Attendance (COA) is broken down into broad categories. Please select from one of the remaining options if you have expenses that we may not have included or are of an extraordinary nature and submit the requested information. Note: Grant money is not set aside for these requests and most cost of attendance adjustments only result in increased loan eligibility. Submission of this form does not guarantee approval of your request.

Desired Term: Year:___________

_____Fall/Spring (academic year)  _____Fall Only  _____Spring Only  _____Summer Only

Last Name:_______________________________    First Name:_____________________________    Middle Initial:__________

STEP 1: Attach a typed letter of explanation. You must provide a detailed, signed letter supporting your request.

STEP 2: Check the reason(s) you are requesting a COA adjustment and attach the required documentation for each situation.

- Receipts date must coincide with the enrollment period of the current academic year. Your request will not be reviewed if the expenses occurred before the first day of the semester in which you want the increase considered.

NCCU only considers adjustments for the expenses listed below:

____EDUCATIONAL EXPENSES (Tuition and fees, books, and additional school supplies not already accounted for in COA)
- This request will not be reviewed until the final census date of the term in which you are enrolled for the semester.
- This request is based on enrollment: For undergraduates, this would be 12+ hours in fall/spring and 6+ hours in summer. For graduates this would be 4.5+ hours in fall/spring and 4.5+ hours in summer.
- Attach photocopies of paid receipts for supply expenses.

____MORTGAGE/RENT EXPENSES (Maximum amount considered is $850/month)
- Submit a copy of your monthly mortgage payment or rental lease agreement. Adjustments will be made only if the payment exceeds what is already allotted in the current cost of attendance budget, which is approximately $600/month.
- Proof of mortgage/rent payment for the past three (3) months.

____CHILD CARE EXPENSES:
- Submit a copy of tuition agreement from your daycare provider. The statement from the daycare provider must include: name of biological child(ren), age, cost per child, and dates verifying current enrollment.
- Receipt with biological child’s name must be provided
- Proof of payment for the past three (3) months.

____COMPUTER PURCHASE (Increase cannot exceed $2,100)
- Provide a copy of a paid receipt for your computer or laptop purchase in student’s name.
- Only one request can be processed during the period of undergraduate and graduate studies combined.

____TRANSPORTATION (Repairs, or round trip mileage exceeding 150 miles/week)
- Attach photocopies of paid receipts for bills incurred for auto repairs not covered by insurance (not including insurance premiums, regular maintenance or cosmetic repairs).
- Attach supporting mileage map (Mapquest, MSN, etc) to show mileage from your home to NCCU. If you drive 150 miles/ week round trip to school, please include daily round trip mileage, number of trips per week and the reason for traveling over 150 miles/week in your letter.

____UNUSUAL MEDICAL/DENTAL/OPTICAL EXPENSES (Please contact a financial aid counselor for guidance)
- Attach photocopies of paid receipts for medical/dental/optical bills (not including co-pays).

____PROFESSIONAL CREDENTIAL (One-time cost of obtaining the first professional credential)
- Provide a copy of paid receipt for fees charged for taking a licensing exam.
- Cost must be incurred during (not after) a period of enrollment (for example, the exam fee must be paid during the student’s last semester, even if the exam is actually taken after the semester is over).
STEP 3: Budget and Debt Management Attachments
NCCU is committed to helping students understand their current loan situation to ensure proper debt management. For any Cost of Attendance submitted, you must complete and attach the following:

STEP 4: Certification Statement
Your signature on this document confirms your acknowledgement of the following:
- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information may result in reduced eligibility, repayment of aid, or both.
- During peak seasons, there may be a 5-7 business day processing time for the request.
- Changes resulting from this review do not guarantee an increase in aid.
- **Status of the request will be emailed to your NCCU email account.**
- You have read each section, have provided the required documentation and realize that more may be required upon request.
- Submission of this form does not guarantee approval of this request.

Telephone Number: _______________________________  Student Email: _______________________________

Student Signature: __________________________________________________________

Date: ______________________________________________________________________
Always Borrow Wisely ................................................ Loans Must be Repaid

ENTER YOUR 9-DIGIT NCCU ID