

# University of Illinois Springfield -- Office of Financial Aid

## 2024-2025 Cost of Attendance Adjustment Request

The University of Illinois Springfield develops standard estimated allowances for education-related expenses a student is expected to incur during the period of enrollment. These expenses known as the Cost of Attendance (COA) include tuition, fees, housing, food, books, supplies, transportation, and miscellaneous personal expenses.

The (COA) will vary according to the enrollment level (i.e.; full-time), residency status (in-state or out- of-state), housing status, and academic program. The Office of Financial Aid may consider individual student expenses associated with supporting the student's education as a professional judgment. Occasionally, students may request an increase to the COA if actual, allowable costs are higher than the estimated COA.

**Please note:** Increasing your Cost of Attendance does not always result in additional financial aid.

### Section A – Student Information (Please print clearly)

UIN : \_\_\_\_\_

M.I: \_\_\_\_\_

Last Name : \_\_\_\_\_

Email : \_\_\_\_\_

### Section B – Reasons for request

I am requesting a Cost of Attendance adjustment for (check one):

Fall/Spring

Fall only

Spring only

Summer only

**Check the boxes that apply and submit the corresponding documentation.**

Purchase of a computer

- An adjustment to include the cost of a computer may occur once as an undergraduate and once as a graduate/professional student.
- I am a(n):                      Graduate                                      Undergraduate Major: \_\_\_\_\_
- Your cost of attendance will be increased by a standard amount unless your academic program requires specific hardware and/or software. If a specific computer is required, submit proof of the expense.

Childcare expenses

- Submit documentation from your childcare provider which details the monthly expense (e.g., contract, monthly statements, etc.).
- Childcare expenses may be included if the student is incurring the expense while attending class, study sessions, group projects, labs, etc.
- List below the children under the age of 12 for whom you will be paying dependent childcare expenses.

Name of Child	Age	Date and Child Care Begins

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Required Books and Supplies exceed the amount already included in the cost of attendance.

- Submit copies of your receipts indicating the amount spent on books and/or supplies.

Housing and Food expenses exceed the amount already included in the cost of attendance.

- Submit a copy of your lease agreement indicating your portion of the rent or mortgage statement.
- Submit a written statement detailing your monthly food/grocery expenses.
- Submit copies of the past three (3) month's utility statements (i.e., water, trash, electricity, gas, internet, cable, phone, etc.) indicating your portions.

**Note:** Adjustments made for this category must reflect a reasonable expense; not all adjustments will be accepted due to the lifestyle choice of the student. You must indicate how many roommates or family members there are.

Transportation expenses exceed the amount already included in my cost of attendance.

- Your cost of attendance may be increased if your daily commute to campus exceeds the estimated amount. UIS uses the IRS current standard mileage reimbursement rate to calculate transportation expenses.

Please provide the following:

Student's Street Address			Number of Commute days/week
City	State	Zip	Daily Miles Round Trip

Other:

- Please explain and provide supporting documentation.
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### Section C – Student Signature

**IMPORTANT:** Please upload this form and supporting documentation to the Financial Aid Home Page on Self-Service.

1. Clearly print UIN on every page.
2. Include all appropriate signatures.

I certify that the information provided on this form and any attachments are true and correct.

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Student Signature

Date