

## 2020-2021 Student Cost of Attendance Adjustment

**Directions:** The Cost of Attendance (COA) for school and personal expenses is determined annually by FAS and is based on the average cost a student will incur each semester. Select from one of the categories below if you have expenses that we may not have included or are of an extraordinary nature.

**Note:** Grant money is not set aside for these requests and most COA adjustments only result in increased loan eligibility. Submission of this form does not guarantee approval of your request.

**How to Submit Form:** Submit completed form to One Stop Enrollment Center for processing. Upload through the [Document Uploader](#), mail to University of Texas at San Antonio, **One Stop Enrollment Center**, One UTSA Circle, San Antonio TX 78249 or drop off in person at the UTSA One Stop office.

### STEP 1: ATTACH A LETTER OF EXPLANATION

You must provide a detailed, typed, and signed letter supporting your request.

### STEP 2: REASONS FOR REQUEST

Check the reason(s) you are requesting a COA adjustment and attach the required documentation for each situation. Receipts must be dated within the time of enrollment in the current academic year. Expenses occurred before the first day of the semester will not be reviewed.

**Educational Expenses** (tuition and fees, books, and additional school supplies not already accounted for in COA)

- This request will not be reviewed until **after census date** of the term in which you are enrolled. During summer it will be the **final census date** for the terms in which you are enrolled. **NOTE:** for undergraduates, 16+ hours fall/spring and 7+ hours summer. For graduates, 10+ hours fall/spring and 4+ summer.
- Attach photocopies of paid receipts for supply expenses.

**Mortgage/Rent Expenses** (Maximum amount considered is \$1,000/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 \$750/month.

**Child Care Expenses**

- Submit a copy of the tuition agreement from your daycare provider. The statement from the daycare provider must include the name of each child, their age, cost per child, and dates verifying current enrollment.

**Computer Purchase** (Increase cannot exceed \$2,100)

- Provide a copy of a paid receipt for your computer or laptop purchase.
- 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)

- This request will not be reviewed until **after census date** of the term in which you are enrolled. During summer it will be the **final census date** for the terms in which you are enrolled.
- 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 (Google/Bing Maps, etc) to show mileage from your home to UTSA. If you drive over 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 Debts** (Please contact a financial aid counselor for guidance)

- Attach photocopies of paid receipts for bills due to unusual debts.
- Unusual debts may include expenses from failed businesses, education loans, non-discretionary personal debts, credit card debts due to paying for living expenses while unemployed and legal fees for divorce or adoption.
- **Recreational or discretionary credit card debt will not be considered.**

**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).

**UTSA OFFICE USE ONLY:**

