Student Cost of Attendance Adjustment 2026-2027

The Cost of Attendance (COA) for school and personal expenses is determined annually by the Office of Financial Aid and Scholarship office 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.

Student Information

myUTSA ID:_____**First Name**:_____**Last Name**:_____

Cost of Attendance Adjustment Request

Select the reason(s) for your COA adjustment and attach documentation as required. *All 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.
- Attach photocopies of paid receipts for supply expenses.

☐ **Mortgage/Rent Expenses**

- 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 $901/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 UT San Antonio. 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).

Letter of Explanation

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

Budget and Debt Management Attachments

UT San Antonio is committed to helping students understand their current loan situation to ensure proper debt management. Complete and attach the following:

- Visit studentaid.gov and attach a copy of your current Loan Summary.
- Visit studentaid.gov/loan-simulator and complete the "I Want to Find the Best Student Loan Repayment Strategy." Then attach a copy of your current loan repayment calculation.

Loans Adjustments

An increase in your cost of attendance does not guarantee an increase in funds, but changes resulting from your approved budget adjustment may result in increased direct subsidized and direct unsubsidized loan eligibility. Loans may be increased up to the annual and/or aggregate limit not to exceed the updated cost of attendance. If you are interested in receiving an increase in direct subsidized and direct unsubsidized loans, complete the section below. *Note: Subsidized loans are only available to undergraduate students.*

☐ **I am interested in receiving an additional direct subsidized loan in the amount of** $_____ (*you may also write "full award"*)

☐ **I am interested in receiving an additional direct unsubsidized loan in the amount of** $_____ (*you may also write "full award"*)

Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- 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, processing times may increase.
- Changes resulting from this review do not guarantee an increase in aid.
- The decision of this form will be communicated to your university email.
- You have read each section, have provided the required documentation and realize that more may be required upon request.

Student Acknowledgement

Student Signature:_____**Date**:_____

Submit this Form

Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the Document Uploader for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Financial Aid & Scholarships”
- **Term**: Select applicable aid year
- **Category**: Select “Special Circumstances Form”
- **Category 2**: Select “Cost of Attendance”
- **Document**: Select “Cost of Attendance Adjustment”

Alternatively, documents can also be submitted in-person at our One Stop Enrollment Center on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.

Disclaimer: *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*