



## 2011-2012 Cost of Attendance Budget Adjustment

Federal regulations require colleges to establish standard, reasonable cost of attendance (COA) budgets for students. KCC uses these budgets as a basis for awarding direct loans. In certain circumstances, schools are permitted to exercise their professional judgment to make adjustments to the standard COA, on a case by case basis. *This form should only be submitted by those students not awarded their full annual loan eligibility due to a COA limitation.* This form does not increase Pell grant eligibility.

Initial below:	I am requesting an increase in my COA for the following reasons:	Required documentation:
	Books and/or required supplies exceed the standard set by KCC. Expenses must exceed \$500/semester.	Books and/or supply receipts. Detailed letter explaining circumstances
	Tuition & fees exceeds the standard set by KCC. Expenses must exceed \$1310/semester in-district or \$1739/semester out-district for consideration.	Copy of tuition bill for semester & class schedule.
	Transportation exceeds the standard set by KCC. Only gas & operating expenses are considered. Expenses must exceed \$745/semester. Car payments/purchases are not permitted.	Copy of class schedule and detailed explanation of mileage/fuel costs.
	Daycare expenses are not a standard COA expense item. Consideration will be given for those with qualified daycare expenses for time spent in classes.	Copy of class schedule, detailed explanation of costs, hourly rate and confirmation from licensed day care provider.
	Room & board. Students with out-of-town clinicals, internships, etc. may request consideration for this <i>additional</i> expense.	Copy of class schedule, letter of explanation and copy of motel bill, lease agreement, etc.

**My signature verifies that the information submitted with this appeal is true and accurate. I understand that incomplete requests will not be considered. Please allow 10 to 14 days for review.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to: Kirtland Community College, Office of Financial Aid, 10775 N St Helen Road, Roscommon MI 48653**

For Office Use Only:	