



## 2018-2019 Special Circumstances *Cost of Attendance Adjustment Request*

Student Name: \_\_\_\_\_ SU ID Number: \_\_\_\_\_

IMPORTANT: This form does not allow for the creation of scholarships or grants. Rather, it allows a student to possibly borrow more funds to help cover necessary expenses.

As part of Samford University's commitment to serve the needs of all our students as individuals, we offer this form as an opportunity for you to elaborate on your family's needs and how any of these circumstances not taken into account on the Free Application for Federal Student Aid (FAFSA) may affect your financial aid eligibility. Every submitted request will be reviewed and any changes made will be decided on a case by case basis. **Please note:** Submission of a request does not guarantee changes in financial aid. All decisions are final.

Our Cost of Attendance (COA) consists of a number of costs, both actual and estimated. Actual costs include tuition, fees, room, and board. Estimated costs include books and supplies, transportation, personal expenses, and loan fees. The COA will vary from undergraduate to graduate students and among the different graduate and professional programs. Adjustments to the COA may be made if a student has experienced an unexpected expense outside of the original allotment.

### Purchase of a computer

- Purchase of computer for college use in 2018/2019 (limit of costs up to \$2,000). **This is a one-time only adjustment.** Receipt indicating total cost of one computer, amount paid, and the date of purchase. Additional software, hardware, and peripherals will not be considered, unless required by program of study. Purchase must have occurred in 2018 if request made prior to start of fall 2018 term or during 2018-19 academic year if request made after the start of the 2018 fall.
- Documentation to provide (required):
  - Dated receipt indicated completed transaction including payment
  - Syllabus or other program requirements indicating needed additional software, hardware, and/or peripherals

\$ \_\_\_\_\_ Total Cost  
\_\_\_\_\_ Department  
\_\_\_\_\_ Program of Study

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## Child Care Expense

- Intended for the use of independent students who find it necessary to place a dependent in child care while attending class, study groups, labs, or conducting research for related classes
- Documentation to provide (required):
  - A signed, itemized statement from childcare provider detailing the amount charged
  - Proof of registration at child care provider

## Travel Expense

- Travel must be required for course/program completion (typically medical/health related rotations)
- Travel must be in excess of amount already allotted in original COA
- Documentation to provide (required):
  - Name of professor/instructor overseeing your rotation or travel: \_\_\_\_\_
  - Starting address/residence address: \_\_\_\_\_
  - Destination address: \_\_\_\_\_
  - Dates travel begins and ends: \_\_\_\_\_

Any incomplete requests will not be reviewed until all necessary documentation has been submitted. The review process may take as much as four weeks for processing during peak processing times (summer months). Please submit in a timely manner in order to avoid penalties for delays in paying your bill. Once the review is complete, you will receive an email through your @samford.edu email address notifying you of the outcome.

By signing below, I have certified that the information provided on this form, and in corresponding documentation, is true and correct to the best of my knowledge. I understand this does not guarantee any changes in the original financial aid package offered and some aid may be adjusted, should I be offered other sources of financial aid.

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

**Samford University**  
**Student Financial Services**

800 Lakeshore Drive, Birmingham, AL 35229  
Phone: (205) 726.2905 Fax: (205) 726.2738 Email: sfs@samford.edu