



MOUNT ST. JOSEPH UNIVERSITY
STUDENT ADMINISTRATIVE SERVICES
5701 DELHI ROAD, CINCINNATI, OHIO 45233-1670
Email to: financial.aid@msj.edu
(513) 244-4418 phone • (513) 244-4201 fax

Cost of Attendance Increase Request Form

Student Name and ID#: _____

Student Address _____

Classification: Undergraduate Graduate

Term(s) For Increase: FALL _____ Spring _____ Summer _____ School Year _____

Budget adjustments may be considered for educationally related expenses or costs that may directly impact the student's ability to continue their program of study. Submission of request and documentation does not guarantee a Budget Increase Request will be warranted and processed. Grant money is not reserved for this or similar request(s). An increase in your Loan Eligibility may be the only result.

Check any of the following that applies to your expenses and submit all documentation (receipts, canceled checks, account summary, etc.) Please note that receipts must be dated within the time of enrollment in the current academic year.

- MEDICAL or DENTAL EXPENSES (Paid out of pocket – not covered or reimbursed by insurance)**
Include receipts, EOBS, or statements showing the amount due (not covered or reimbursed by insurance). Expenses that will be considered are the student's expenses for the current academic year.
- TRANSPORTATION EXPENSES**
Include documentation showing points of travel, a Mileage printout, and a letter stating the frequency of travel
- REQUIRED VEHICLE REPAIRS (Not covered or reimbursed by insurance)**
Dated & itemized bill/receipt showing expense paid. The cost must have occurred within the academic year.
- COMPUTER PURCHASE (May only be used ONE TIME in the entire academic program)**
Include documentation showing the amount(s) paid (or estimates) for purchase. Adjustments may be made for "reasonable" purchase (typically up to \$1500 unless additional documentation is provided showing the necessity of other components for the program of study). This adjustment may occur only one time in a student's academic program.
- PROFESSIONAL LICENSING EXPENSES**
Include documentation showing the date of purchase and amount. Purchase must take place during your academic program. Amounts to be paid after your program of study cannot be included.
- ADDITIONAL EDUCATIONAL SUPPLIES or EQUIPMENT**
Include documentation showing amount(s) paid (or estimates) for items. The standard cost of attendance includes an estimated amount for books and supplies. Amounts spent in excess of the budgeted amount will be considered. Examples can include additional books and supplies, required computer software, instrument necessary for the program, travel for educational purposes, etc.). Documentation showing the necessity of purchase may be requested.
- DEPENDENT CARE EXPENSES (Daycare)**
Expenses that will be considered are those that the student pays for childcare during the academic year. Only one student per household may request a budget change for childcare expenses. The letter must be provided on daycare letterhead and stamped by the daycare office.
- UNUSUALLY HIGH OFF-CAMPUS HOUSING/LIVING EXPENSES**
Copy of lease. Students must be named on the lease.

This section is to be completed by the Student.

Did you complete/include the following? Completed Form Supporting Documentation (Letters and receipts)

Student

Signature: _____ Date: _____

Cell Phone: _____