

2011-12 Cost of Attendance Increase Petition

Student's name (last, first, middle initial)	CCA ID number
Mailing address (street)	e-mail address
Mailing address (city, state, zip)	Telephone number

Complete this form if you are requesting an increase in your Cost of Attendance (COA).

This petition is for (check all that apply):

- Living Expenses**
- Transportation Expenses**
- Medical, dental and/or psychotherapy expenses** (not covered by insurance)
- Additional CCA course material fees**
- Purchase of a computer.**
- Childcare expenses**
- Other** (e.g. loan origination fees)

You must provide documentation of your request, e.g. receipts, bills, credit card statements, etc. and the CCA expense form. In addition, please attach a written statement as to the specific reasons for the request on a separate sheet. Remember that your petition cannot be reviewed without adequate documentation and the completed expense form.

NOTE: Increases in your cost of attendance typically results in additional loan or work-study eligibility rather than additional scholarship support. Expenses recognized for the purchase of a computer and for specific art projects are limited to reasonable and necessary expenses. See the CCA Financial Aid web site for more information.

CERTIFICATION & SIGNATURE

I certify that the information submitted with this petition to qualify for state, federal, and institutional financial assistance is true and complete to the best of my knowledge. I understand that submitting a petition does not guarantee approval for additional financial aid funds.

 Student's signature Date

FOR FINANCIAL AID OFFICE USE ONLY:	
Action taken:	<input type="checkbox"/> approved <input type="checkbox"/> approved with conditions (see comments) <input type="checkbox"/> denied <input type="checkbox"/> unable to take action (see comments)
Comments: _____	
Authorized Signature	Date

– Please return the completed form to the CCA Financial Aid Office –

Statement of Student's Expenses and Resources

Enter the expenses you wish to be added to your 2011-12 Cost of Attendance. Expenses must be incurred during the academic year (Sept. 2011 – May 2012). Documentation is required for all of the expenses you list below. **Expenses that are not properly documented will not be approved.**

EXPENSES

DOCUMENTATION REQUIRED

Rent/Mortgage	\$ _____	/mo.	Copy of signed lease, rental agreement, or mortgage statement.
Utilities:			
Gas & Electric	\$ _____	/mo.	Copy of utility and/or phone bill for consideration. <i>Allowable costs may be limited.</i>
Telephone	\$ _____	/mo.	
Water	\$ _____	/mo.	
Subtotal	\$ _____		
Academic Year	\$ _____		x 9 months (full year fall/spring) or x 4 months (one semester)
CCA Budgeted	\$ 6,600		
Total	\$ _____		9 Months minus CCA Budgeted amount

Transportation:			You can increase your cost of attendance for up to two round trips tickets home each academic year. Copy of receipt(s) or estimate(s) showing flight itinerary
Airfare	\$ _____		
MBA Travel Expenses	\$ _____		
Subtotal	\$ _____		
Public Transportation	\$ _____	/mo.	
Gasoline	\$ _____	/mo.	
Other:	\$ _____	/mo.	
Subtotal	\$ _____		
Academic Year	\$ _____		x 9 months (full year fall/spring) or x 4 months (one semester)
CCA Budgeted	\$ _____		\$1,590 Off-Campus or \$1,450 With Parent(s)
Total	\$ _____		9 Months minus CCA Budgeted amount and airfare budget

Medical/Dental			Copy of receipts, bills, invoices, medical/dental plan statements.
Professional Health Services	\$ _____	/mo.	
Psychotherapy	\$ _____	/mo.	
Medical/Dental Insurance	\$ _____	/mo.	
Other:	\$ _____	/mo.	
Subtotal	\$ _____		
Total x 9 months	\$ _____		

Supplies and Materials			
Course Material Fees	\$ _____		For course materials, you must provide documentation of the expenses a letter from your instructor that the materials are required from the course and are reasonable. For course fee(s) you must be enrolled in the course and the fee must be a requirement of the course.
Course/Fee(s):	\$ _____		
Course/Fee(s):	\$ _____		
Course/Fee(s):	\$ _____		
Computer/Software Purchase	\$ _____		You can only request an expense allowance for a computer purchase once every three academic years (Maximum of \$3,000 for the CPU/laptop). Additional software and hardware required by your program of study can be requested at the time it is required.
Total	\$ _____		

Childcare	\$ _____	/mo.	Copy of receipts, bills, contracts, and/or invoices.
Subtotal	\$ _____		
Academic Year	\$ _____		x 9 months (full year fall/spring) or x 4 months (one semester)
Total Requested	\$ _____		Add all final totals from each category

I request the following assistance from the total requested above (check which type of assistance and the amount requested in each up to the total requested above)

Parent/Graduate PLUS Loan \$ _____
 Federal Work/Study \$ _____
 Private Alternative Loan \$ _____

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