

**2022-2023**  
**Appeal to Adjust the Cost of Attendance**

Student ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Student's

 Full Legal Name: \_\_\_\_\_  
 (Please print clearly) Last First Middle

 Current Status:  New Student  Transfer  Continuing Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Important Notes:**

- Review Cost of Attendance (COA) figures on the Hokie SPA prior to submitting an appeal to determine if your expenses exceed our cost of attendance amounts. Once in the SPA, choose Financial Aid Information>>My Award Information>>Award Package by Aid Year for 2022-23. The COA figures are under the "Award Overview" tab.
- **Approval of appeal does not guarantee additional aid.**
- Appeals must be submitted by **November 4, 2022** for students attending only fall semester.
- Appeals must be submitted by **April 3, 2023** for students attending fall/spring or spring semester only.
- Include your Virginia Tech ID on each page of documentation.
- Allow **two weeks** for processing complete appeal (**three weeks** during peak processing times June – August).

**Required for all appeals:**

- ✓ This signed coversheet
- ✓ Documentation supporting the type of appeal(s) listed below

Please check the item(s) listed below that you wish to appeal and attach the required documentation.

	REASON FOR APPEAL	DOCUMENTATION REQUIRED
<input type="checkbox"/> 1.	Books and supplies exceed current COA	<input type="checkbox"/> Copies of receipts for required books, supplies, and equipment
<input type="checkbox"/> 2.	Personal expenses (Cellphone) <i>Credit cards <b>will not</b> be considered</i>	<input type="checkbox"/> Copy of phone bill
<input type="checkbox"/> 3.	Housing and meals exceed current COA	<input type="checkbox"/> Copy of lease/mortgage, cable/internet and utility bills. We automatically use an average of \$800 per month for housing. <input type="checkbox"/> Grocery – We use an average of \$536 per month. Receipts required for consideration of higher amount.
<input type="checkbox"/> 4.	Transportation expenses exceed current COA <i>Car insurance <b>will not</b> be considered</i>	<input type="checkbox"/> Provide reason for travel and documentation of round trip miles (internet map site information is suggested)
<input type="checkbox"/> 5.	Computer Expense <i>Printer or accessories <b>will not</b> be considered</i>	<input type="checkbox"/> Documentation of the computer cost
<input type="checkbox"/> 6.	Child care expenses	<input type="checkbox"/> Invoice or letter on letterhead from the child care provider stating the total cost of care for each child included on the FAFSA
<input type="checkbox"/> 7.	Other: _____	<input type="checkbox"/> Documentation of other expenses you would like considered

If I purposely give false or misleading information, I may receive a fine, a prison sentence, or both. By signing this form, I certify that all information is complete and correct.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Electronic signature is not allowed

 (Please Note: We suggest using our secure [document uploader](#) or fax as a more secure method of delivery. Virginia Tech does not open email attachments.)