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.

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

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.)

Student Services Bldg (0222), Suite 200, 800 Washington Street SW, Blacksburg, VA 24061

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