2023-2024
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 2023-24.
  The COA figures are under the “Award Overview” tab.

▪ Approval of appeal does not guarantee additional aid.

▪ There is no deadline, but we are limited near the end of the semester by the time it takes to process an appeal.

▪ Include your Virginia Tech ID on each page of documentation.

▪ Allow two weeks for processing complete appeal (three weeks during peak processing times July – 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, course materials, supplies, and equipment</td>
<td>☐ Copies of receipts for required books, supplies, and equipment</td>
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<tr>
<td>☐ 2. Personal expenses (including cellphone) Credit cards will not be considered.</td>
<td>☐ Copy of phone bill, or other personal expenses.</td>
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</tbody>
</table>
| ☐ 3. Living expenses | ☐ Housing- Copy of lease/mortgage, cable/internet and utility bills. We automatically use an average of $802 per month for housing.
  ☐ Food – We use an average of $596 per month. Receipts required for consideration of higher amount. |
| ☐ 4. Transportation expenses exceed current COA | ☐ Travel between campuses, residences, and place of work. |
| ☐ 5. Computer Expense Printer or accessories will not be considered | ☐ Documentation of the computer cost. |
| ☐ 6. Dependent care expenses | ☐ Invoice or letter on letterhead from the child/adult care provider stating the total cost of care and age for each dependent included on the FAFSA. |
| ☐ 7. Other: ____________________________ | ☐ Documentation of other expenses you would like considered. |

Other categories may include the price of a license, certification, or first credential; and disability-related expenses.

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

Electronic signature is not allowed

Date ____________________________

(Please Note: We suggest using our secure document uploader, as we cannot open email attachments.)

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

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