

PROFESSIONAL JUDGEMENT
COST OF ATTENDANCE INCREASE REQUEST

Federal Student Aid regulations allow a financial aid administrator to exercise professional judgment to adjust a specific component of a student's Cost of Attendance (COA). The COA represents the estimated annual expenses for a nine-month academic year and includes both direct and indirect costs such as tuition and fees, books and supplies, room and board, loan fees, transportation, and miscellaneous personal expenses.

A COA adjustment may be considered when a student incurs additional expenses that exceed the established COA for the academic year. Adjustments may be made once per academic year and are subject to approval based on demonstrated student need.

Once you have completed all sections of this form, please upload the signed form along with all supporting documentation to the JCC Financial Aid and Billing Dropbox [here](#). Please allow 4–6 weeks for review during peak processing periods. Notification of the outcome will be sent to you via email.

STUDENT NAME: _____ **Phone:** _____

SECTION A. Reason for filing COA Increase Request - Check any that apply to your situation. Submit this form with copies of the required documentation listed for your special circumstance.

SPECIAL CIRCUMSTANCE	REQUIRED DOCUMENTATION
<input type="checkbox"/> Purchase of a computer for educational purposes NOTE: The U.S. Department of Education permits institutions to include in a student's COA the purchase of a computer for educational use. A student may receive this <u>ONE TIME at JCC.</u>	<ol style="list-style-type: none">1. Complete Section B explaining the reason for your request AND;2. A dated receipt/proof of purchase OR;3. Quote/Estimate from JCC Bookstore (If you need the funds in advance to purchase the laptop). <p><i>NOTE: JCC provides a reasonable allowance for laptop/computer requirements according to program needs; the exact purchase cost is not used.</i></p>
<input type="checkbox"/> Childcare/Daycare expenses	<ol style="list-style-type: none">1. Invoice from Childcare/Daycare provider showing payments to provider for the academic year (NOTE: Include name and age of dependents on the invoice along with dates payments are due) AND;2. Complete Section B explaining the reason for your request.
<input type="checkbox"/> Unusual living expenses over the standard cost of attendance	<ol style="list-style-type: none">1. Copy of rental/lease agreement AND;2. Copies of utility bills (power, gas, water, internet, etc.) AND;3. Complete Section B explaining the reason for your request.
<input type="checkbox"/> Payment of a large amount of medical and/or dental expenses	<ol style="list-style-type: none">1. Complete Section B explaining the reason for your request AND;2. Receipts for medical or dental expenses that indicate the total patient liability (amount not covered by insurance) OR;3. Letter from medical provider or insurer stated the expense or portion of the expense that was payable by the patient
<input type="checkbox"/> OTHER unusual expenses not included in the Cost of Attendance	<ol style="list-style-type: none">1. Documentation supporting your special circumstances including receipts and/or statements AND;2. Complete Section B explaining the reason for your request.

Enter your JCC ID: J00 _____
FA 2526 PJC

SECTION B. Explanation of the Reason For Your Request

SECTION C. Certification

I certify that all information provided in this document is true, complete and accurate. I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail or both. I understand that special circumstances are reviewed on a case-by-case basis and this written request does not guarantee approval and/or may not result in a change to the financial aid already offered.

Student signature: _____ **Date:** _____

Parent signature: _____ **Parent phone:** _____

(Parent signature required if student is dependent for federal student aid purposes)