



2024-2025 Cost of Attendance Increase Request

Financial Aid Department
Phone: 360.650.3470
Email: financialaid@wwu.edu
Website: financialaid.wwu.edu
Address: 516 High Street, Old Main 265, Bellingham, WA 98225

Student Name _____

W _____
Student I.D. Number

You may submit this form for consideration of an increase to your cost of attendance for documentable expenses that **exceed the amount already accounted for in the [standard cost of attendance](#)**. The expense must be incurred during the 2024-2025 academic year (9/25/24-6/13/25).

Federal regulations restrict the type of expenses that can be considered, therefore not all requests are allowable. If an adjustment to the cost of attendance is made, it does not guarantee additional aid eligibility.

Provide copies of **all required documentation** pertaining to your cost of attendance requested below and indicate the applicable categories. Forms missing documentation will not be processed.

Select the loan type you wish to utilize for a cost of attendance increase request:

- Federal Direct Subsidized Loan:** Revision can only be made if you have remaining [loan eligibility](#).
- Federal Direct Unsubsidized Loan:** Revision can only be made if you have remaining [loan eligibility](#).
- Federal PLUS Loan:** PLUS Loan borrowers must apply for the loan and complete a PLUS Loan Agreement (MPN) on studentaid.gov or submit a request to increase to their loan using the [PLUS Loan Revision form](#).
- Private Educational Loan:** You must apply for this loan separately with a lender of your choosing. Additional information is available on our [Private Loans](#) webpage.

Computer Purchase – you must include:

- A copy of the sales receipt or estimate from the company selling the computer (bill, estimate, sales agreement, etc.).
Note: The request **cannot exceed \$1,100** and can be made **only once** during the time you attend WWU. The purchase must be for educational purposes and must take place during the academic year in which the revision is being requested

Healthcare Expenses – you must include:

- A typed explanation indicating the reason for your request
- Billing statements or payment receipts detailing the out-of-pocket expense you incurred during the academic year

Excess Tuition and Fees – you must include:

- A typed explanation indicating the reason for your request (for example, additional lab fees or enrolling in over 18 credits)
Note: This request will only be processed **during the quarter in which you have been assessed the additional tuition or fees**. If you will incur excess tuition or fees in multiple quarters you will need to submit this form once fees are assessed each quarter

Other – you must include:

- A typed explanation indicating the reason for your request (for example, additional equipment related to your major or required courses for your program).
- Supporting documentation as to why this other expense is necessary to complete your coursework/program.
- A copy of the sales receipt or estimate of the cost of this other expense (bill, estimate, sales agreement, etc.).

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☐ Transportation Expenses – you must complete the Transportation Section below, and include:

- A typed explanation that contains the following information:
 1. Why public transportation (such as the bus system) will not meet your needs
 2. The year, make, and model of the vehicle primarily used for your transportation
 3. Who owns the vehicle (and if you are not the owner, their relationship to you)

Transportation Section:

Select all reasons a vehicle is required for educational purposes:

- Attend class
- Attend group study sessions
- Travel to and from work that is required to pay your educational costs

Select and estimate your transportation expenses for the academic year below:

- Vehicle insurance** (attach a copy of your vehicle insurance premium) \$ _____
- Vehicle repairs and maintenance** (attach copies of receipts) \$ _____
Note: Expenses must have incurred during the academic year
- Gas** (calculate your total gasoline expense in the space provided)
 1. Round trip miles to/from campus _____
 2. Number of trips per week _____
 3. Number of weeks per quarter 11
 4. Number of quarters (fall/winter/spring = 1, 2, or 3) _____
 5. Total miles for the academic year (multiply lines 1-4) _____
 6. Your vehicle’s MPG (miles per gallon) _____
 7. Gallons used (divide line 5 by line 6) _____
 8. Average cost of gas per gallon _____

Total cost of gas (multiply line 7 by line 8) → → \$ _____
- Other** (attach a typed letter of explanation) \$ _____

Certification

I understand that submitting this form electronically as an email attachment **using my WWU email account** constitutes my signature and my certification that the information provided herein is complete and correct.

Student Signature (Not required if submitted from your **WWU email account**) _____

_____ Date

OFFICE USE ONLY Operations: [COMPTR____, R_MED____, R_TF____, R_NTSB____, R_TRN____]
(COMPUTER Revision Type: COMPTR; COA Revision Type: R_MED, R_TF, R_NTSB, R_TRN)