

# University of Illinois Springfield – Office of Financial Assistance

One University Plaza, MS UHB 1015 -- Springfield, Illinois 62703-5407 -- Phone: (217)206-6724

<https://www.uis.edu/cost-aid/financial-aid>

## Cost of Attendance Adjustment Request (2023-2024)

**For Priority Processing Submit Form within 15 business days. Failure to submit all documents together may result in a processing delay or less financial aid.**

The University of Illinois Springfield develops standard allowances for education-related expenses a student is expected to incur during the period of enrollment. These costs include tuition, fees, room, board, books, supplies, transportation, and miscellaneous personal expenses and are referred to as the Cost of Attendance.

The Cost of Attendance (COA) will vary according to your enrollment level (full-time), your residency status (in-state or out-of-state), housing status, and dependency status. The Office of Financial Aid can only consider the allowable costs associated with supporting the student's education and will not make allowances for items already accounted for in the Cost of Attendance calculation. Occasionally, students may request an increase to the COA if actual, allowable costs are higher than the estimated COA.

**Please note:** Increasing your Cost of Attendance does not always result in additional financial aid.

### Section A – Student Information (Please print clearly)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I

\_\_\_\_\_  
Email

### Section B – Reasons for request

I am requesting a Cost of Attendance adjustment for (check one):

Fall/Spring

Fall only

Spring only

Summer only

**Check the boxes that apply and submit the corresponding documentation.**

Purchase of a computer

- An adjustment to include the cost of a computer may occur once as an undergraduate and once as a graduate/professional student.
- I am a(n):                      Graduate                                      Undergraduate Major: \_\_\_\_\_
- Your cost of attendance will be increased by a standard amount unless your college or department requires specific hardware and/or software. If a specific computer is required, submit documentation from your college or department detailing the cost.

Childcare expenses

- Submit documentation from your childcare provider which details the monthly expense (e.g., contract, monthly statements, etc.).
- Childcare expenses may be included if the student is incurring the expense while attending class, study sessions, group projects, labs, etc.
- List below the children under the age of 12 for whom you will be paying dependent childcare expenses.

Name of Child	Age	Date and Child Care Begins

**Cost of Attendance Adjustment Request (2023-2024)**

Books and Supplies exceed the amount already included in the cost of attendance.

- Submit copies of your receipts indicating the amount spent on books and/or supplies.

Housing and Food expenses exceed the amount already included in the cost of attendance.

- Submit a copy of your lease agreement indicating your portion of the rent.
- Submit a written statement detailing your monthly food/grocery expenses.
- Submit copies of the past three (3) month's utility statements (i.e., water, trash, electricity, gas, internet, cable, phone, etc.) indicating your portion.

**Note:** Adjustments made for this category must reflect a reasonable expense; not all adjustments will be accepted due to the lifestyle choice of the student. You must indicate how many roommates or family members there are.

Transportation expenses exceed the amount already included in my cost of attendance.

- Your cost of attendance may be increased if your daily commute to campus exceeds the estimated amount. UIS uses the IRS current standard mileage reimbursement rate to calculate vehicle transportation expenses.

Please provide the following:

Student's Street Address		Number of Commute days/week	
City	State	Zip	Daily Miles Round Trip

Other:

- Please explain and provide supporting documentation.

---

---

**Section C – Student Signature**

IMPORTANT: Upload this form and supporting documentation to Enterprise Self-Service Student Requirements under the Financial Aid tab or Return this form to Office of Financial Aid. When submitting documentation:

1. Clearly print UIN on every page of 8 ½ x 11 legible copies.
2. Include all appropriate signatures.

I certify that the information provided on this form and any attachments are true and correct.

---

Student Signature	Date
-------------------	------

ENTER YOUR 9-DIGIT UIN 