



## Adjustment to Cost of Attendance Request

Santa Clara Law must determine a cost of attendance (COA), this student budget is used to determine the maximum amount of student aid a student may be eligible to receive. The cost of attendance includes the student's tuition and fees as charged by Santa Clara Law, as well as allowances for books, supplies, room, board, transportation, and miscellaneous personal expenses.

In some cases, the standard cost of attendance does not reflect the amount of expenses of a Santa Clara Law student. The Law Admissions and Financial Aid Office is permitted to adjust the cost of attendance to reflect a student's allowable educational expenses that are greater than the amounts included in the standard budget or else not normally included at all.

### Allowable Costs

- Tuition and fees exceeding the standard cost of attendance
- Study abroad costs exceeding the standard cost of attendance for the particular study abroad program including externships
- Unreimbursed medical expenses, including prescriptions and health insurance costs
- Day care for a dependent while the student is in class, studying or commuting (**does not** include private school tuition)
- Auto repair cost other than routine maintenance (routine maintenance includes: oil and filter changes, brakes, tires, windshield wipers, etc.)
- Airfare or other transportation, if required for an out-of-town internship, or if needed to travel out of town to attend approved classes at another location; commuting costs
- Computer purchase includes software, extended warranty, printer, etc.
- Bar exam costs (direct costs of the first bar exam, **does not** include bar study fees or other related costs; **cannot** include living expenses after graduation)

### Cost of Attendance Adjustment Process

Upon receipt of your *Adjustment to Cost of Attendance Request*, the Law Admissions and Financial Aid Office will review your expenses and supporting documentation (if necessary). If your additional expenses qualify for a cost of attendance adjustment, your cost of attendance will be increased and your financial aid award be re-evaluated for the aid year. An increase in your cost of attendance does not guarantee additional scholarship aid, most cost of attendance increases typically result in an increase in loan eligibility. If you are offered a Federal Direct PLUS Loan, it is your responsibility to complete the Federal Direct PLUS Loan application.

The Law Admissions and Financial Aid Office will notify you of the results via your Santa Clara Law e-mail account. You can view your financial aid eligibility changes through e-campus ([www.scu.edu/ecampus](http://www.scu.edu/ecampus)).

## Adjustment to Cost of Attendance Request

Name	SCU ID
Phone	Email

**Select the term for which this request applies**

Fall and Spring	Fall Only	Spring Only	Summer
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Please indicate the types and amount of costs you have incurred. Attach documentation of the date of each cost was incurred, the amount you paid and a brief description of each cost.

NOTE: There are some costs which cannot be approved: a partial list of examples includes request based on auto purchases, credit card payments, expenses not paid by the student or which were or will be reimbursed, etc.)

**Additional Tuition and Fee** (including study abroad & Bar Exam)    \$ \_\_\_\_\_

**Santa Clara University Health Fee**    \$ \_\_\_\_\_

**Medical expenses** (including prescriptions)    \$ \_\_\_\_\_

You must include a copy of billing statement or estimate, indicating patient name, cost and date. The billing must statement including prescription costs must account for any amount paid by insurance.

**Day Care expenses**    \$ \_\_\_\_\_

You must include an official statement from your child care provider stating name of child and total costs.

**Transportation expenses** (including auto repair)    \$ \_\_\_\_\_

Commuting expenses will include a per-mile, per-month rate. Auto Repair: You must provide a copy of auto repair or estimate repair costs. You will allowed one allowance per academic year, with a repair cap of \$3,500.

**Computer purchase**    \$ \_\_\_\_\_

You must provide a copy of receipt of computer purchase or estimate cost. You will be allowed one allowance during your educational career at Santa Clara School of Law, with a purchase cap of \$2,500.

**Other**    \$ \_\_\_\_\_

You must provide a statement explaining your request, the total cost you will incur and how it is related to your educational program or educational costs.

By submitting this form and the attached documentation of cost (in necessary). I request that my cost of attendance be increased by the total amount of allowed cost minus any amount which in already included in my initial cost of attendance.

I understand that the request must be reviewed and approved by the Law Admissions and Financial Aid Office, and that a request may be denied or limited.

I understand that if I am currently enrolled in the first semester of a two-term period, I will not be able to receive the entire amount in a single term. Rather, half will be disbursed in the first term and the remaining half will be disbursed in the second term.

I understand that if I am awarded from the Federal Direct Loan program, these loans have an origination fee that will be deducted from each disbursement. I also, understand that the Federal Direct PLUS Loan program may require a new credit check.

I understand that the addition of a new student loan will increase the amount of my student loan debt, and that this may result in higher student loan payments, additional time needed to pay off my student loans, or both.

I agree not to rely on the funds specific to this request until they are disbursed. I agree that any expenditures or financial decisions I make prior to disbursement are my own responsibility and are at my own risk.

Signature	Date
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