

2022 - 2023 APPEAL FOR COST OF ATTENDANCE ADJUSTMENT (EXPEN)**INSTRUCTIONS – PLEASE READ CAREFULLY**

The Cost of Attendance (also known as “budget”) is a reasonable estimate of expenses a student can expect to incur to attend an institution during a period of time—generally a semester or academic year. **Cost of Attendance (COA) information for the aid year can be found on our website at www.memphis.edu/financialaid/eligibility.php.** COA includes estimates for tuition & fees; room & board; books & supplies; transportation; and personal/miscellaneous expenses.

Occasionally, a student may encounter extenuating circumstances which cause the student to exceed the estimates in the COA. In limited cases, the student may appeal to have their COA adjusted to more accurately reflect the expenses of the extenuating circumstances.

Completion of this form does not guarantee approval. All requests are reviewed on a case-by-case basis. Please allow up to 10 business days for an initial review of your appeal. Once reviewed, additional documentation/information may be requested.

- Appeals for COA Adjustment will only be considered for **necessary** expenses of the student and the student’s qualifying dependents. Just because an expense is incurred, does not mean it can or will be included in the COA.
- Appeals for COA Adjustment require detailed documentation of **paid/out-of-pocket** expense.
 - Receipts for expenses must include the vendor (who you paid), the date the service was provided, date service/item was paid, student or qualifying dependent’s name, and a reasonable description of the service provided/item purchased.
 - **NOTE: The only exception to this requirement is for the one-time per academic level (undergraduate, graduate, and law) purchase of a computer which may be approved based on a documented estimate from a vendor.**
 - Receipts for cash purchases or hand-written receipts are **not** acceptable forms of documentation.
- All expenses must be incurred during the current academic term/year while the student is enrolled.
- The standard COA is based on anticipated full-time enrollment for term(s) of attendance.
 - Students enrolled less than full-time will have their tuition and fees adjusted to reflect the actual costs for part-time enrollment.
 - **NOTE: If the adjusted COA plus any approvable items from the appeal is less than the original COA, the Appeal for Cost of Attendance Adjustment will be denied.**
- An approved Appeal for COA Adjustment **does not** guarantee additional aid eligibility.
- A student may only be approved for **ONE** Appeal for COA Adjustment per academic year (fall, spring, and summer). The only exception is for disability related expenses and qualifying dependent care expenses.
 - Appeals are meant to allow for extenuating circumstances that are unusual, unexpected, non-recurring.
 - The only exception is for disability related expenses and qualifying dependent care expenses.
- A student may only be approved for **TWO** Appeals for COA Adjustment per academic level (undergraduate, graduate, and law). The only exception is for disability related expenses and qualifying dependent care expenses.
 - Appeals are meant to allow for extenuating circumstances that are unusual, unexpected, non-recurring.
 - The only exception is for disability related expenses and qualifying dependent care expenses.
- Original and hard copy documentation may be requested.
- The University of Memphis Student Financial Aid Office may, without an appeal/request from the student, adjust a student’s Cost of Attendance to reflect actual tuition, fees, room, and board charged by the University of Memphis and verified on the student’s account.
- Appeals for Cost of Attendance Adjustment decisions are final and cannot be appealed.
- A student may submit a written request to the Professional Judgement Appeal Committee to request ONE additional appeal beyond the academic year OR academic level limits. The request to submit an additional appeal may be granted ONCE by a majority vote of the committee so long as the student has thoroughly explained/documented the extenuating circumstances that exist,



Office of Student Financial Aid
103 Wilder Tower Memphis, TN 38152
Phone: 901.678.4825
Fax: 901.678.3590
Web: www.memphis.edu/financialaid
Online: [Contact Us](#)

2022 - 2023 APPEAL FOR COST OF ATTENDANCE ADJUSTMENT (EXPEN)

A. STUDENT INFORMATION

Student Name: _____ U ID Number: _____

B. REASON AND DOCUMENTATION FOR BUDGET ADJUSTMENT

B1: Describe the extenuating circumstances which have led you to incur necessary expenses that exceed the estimate already allowed in the standard Cost of Attendance. Please provide as much detail as possible and use an additional page if necessary.

B2: Check the type of expense incurred due to the extenuating circumstances described above. Provide the required documentation described in the instructions and in the right-hand column next to the type of expense you select.

Type of Expense Incurred		Limitations and Required Documentation (Write UID number on each page of documentation submitted)
<input type="checkbox"/>	Disability Related Expenses – Special services, assistance, equipment, etc. related to school attendance and not already cover by another agency/institution or insurance.	<ul style="list-style-type: none">Documentation of disability from medical professional <u>and</u> University of Memphis Disability Resources for StudentsOur office will consult with Disability Resources for Students to assist in determining the need, typical costs, and coverage.Some disability related expenses may also be considered medical expenses and already accounted for in the standard Cost of Attendance and/or Income Protection Allowance on the FAFSA.
<input type="checkbox"/>	Dependent Care Expenses – Cost of childcare for children of independent students. Amount of consideration will be directly related to enrollment.	<ul style="list-style-type: none">Document name and age of dependent(s) (birth certificate)Children must be 14 and younger to be consideredContract with care providerAmount paid per hourMaximum adjustment allowed = \$2,500
<input type="checkbox"/>	Computer Purchase – Cost of the purchase of a computer and appropriate accessories.	<ul style="list-style-type: none">Itemized receipt of purchase with date and vendor OR estimate of purchase with date estimate was obtained. If you print a receipt or estimate online, the date will be included at the top or bottom of the printed page automatically.Receipt or estimate must be dated after July 1 for the academic year the adjustment is being requestedLimit one request per academic level (UG, GRAD, LAW)Maximum adjustment allowed = \$1,500
<input type="checkbox"/>	Other Type of Expense – Cost of other type of expense not listed above. NOTE: Room and board, transportation, and medical related expenses are <u>already</u> accounted for in the COA.	<ul style="list-style-type: none">Receipts for expenses must include the vendor (who you paid), the date the service was provided, date service/item was paid, student or qualifying dependent's name, and a reasonable description of the service provided/item purchased.Expense must be unusual, unexpected, and non-recurring.Maximum adjustment allowed = \$2,500

C. CERTIFICATION AND SIGNATURE

By signing this form, I hereby certify that all statements and information provided on this form are true, complete, and correct to the best of my knowledge and will provide proof if requested. I authorize University of Memphis officials to verify any information on this form by contacting any person/organization. I understand it is a crime and a violation of the University of Memphis Student Code of Conduct to purposefully give false or misleading information on this form, which may be subject to a fine, imprisonment, and University of Memphis sanctions.

Student Signature: _____ Date: _____
(TYPED SIGNATURES CANNOT BE ACCEPTED)