

2009-2010 Cost of Attendance Appeal Instructions



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The Financial Aid and Scholarships (FAS) office recognizes that situations may arise in which a student's total expenses for the academic year exceed the standard cost of attendance. FAS is sensitive to the current financial challenges that students face; however, we can only consider direct costs associated with supporting the student's education, and will not be able to make allowances for items already accounted for in a student's cost of attendance budget. This appeal form allows FAS to examine selected education related expenses and evaluate an option for additional funding. For more information on UNLV's cost of attendance budgets and allowances, please visit finaid.unlv.edu.

Prior to the submission of the appeal, you must have completed the following steps:

- Submitted 2009/2010 FAFSA (Free Application for Federal Student Aid)
- Activated your financial aid package for the 2009/2010 academic year. You can activate your financial aid through the 'My Aid login' available at finaid.unlv.edu.

Cost of Attendance (COA) appeal requests cannot be reviewed until all required documentation has been received. Required documentation must be submitted within 30 days of the request. Failure to do so may result in the denial of your appeal.

It is the goal of the Financial Aid and Scholarships office to have your appeal reviewed in a timely manner. However during high volume times, the office is unable to process appeals. The blackout periods for 2009-2010 are as follows:

Fall Semester: August 10 – September 13

Spring Semester December 28 – January 31

Step 1. Submit a signed statement to the FAS office requesting a cost of attendance review

Your statement **MUST** address ALL of the following:

- Circumstances that warrant a COA review,
- Reason (s) you are unable to meet your current expenses and financial obligations,
- Any change in your financial situation that has had an impact on your ability to meet your current expenses and other financial obligations, and
- The dollar amount you are requesting (the average amount).

Step 2. Complete the Cost of Attendance Appeal form.

Please complete the itemized budget listed on the appeal form and to attach the requested documentation. If you are submitting an appeal for expenses not yet paid, you must provide an itemized statement from the establishment rendering services in order for an estimate to be considered. In cases, where a reimbursement of expenses is being sought, students must submit receipts that document services rendered or items purchased. **Please note that significant changes have been implemented in the 2009-2010 appeal process to comply with federal rules and regulation, as such appeals for basic living expenses such as utilities, HOA fees and the like will not be considered.** Examples of generally accepted COA appeals are listed below:

Rent/Mortgage/Utilities – Increased expenses for room and board related to internships, medical rotations, cooperative education, study abroad, or students living without roommates. Unexpected changes in living arrangements may also be considered. Adjustments made under this category will be proportionate. For example, if you share an apartment with someone and your monthly rent is \$900.00; we will divide the total amount of rent in half; \$450.00.

Step 2. (cont.)

Transportation – Reasonable expenses incurred by the student for related costs such as car repair, or unusually high mileage cost for travel to and from school. Transportation allowances are also acceptable for travel related to the death or illness of an immediate family member.

Study Abroad – Cost associated with a UNLV approved study abroad program. Allowances can include room, board, transportation, etc.

Cooperative Education – Reasonable costs associated with work experience under a cooperative education program. Expenses can include transportation costs, meals away from home, and other costs the student incurs as a result of work experience.

Dependent Care – Dependent care expenses can be accommodated for periods of time including, but not limited to, class time, study time, field work, research, internships, commuting time, and other educational endeavors.

Disability – Includes reasonable allowances for costs associated with the disability if the expenses are not already covered by another organization. Expenses can include, but not limited to, special services, personal assistance, transportation, equipment and supplies for the student to attend school.

Personal Computer – This may include a reasonable one-time cost to purchase a personal computer (\$1,300 maximum).

Professional Conferences – The cost to attend a professional conference for graduate or undergraduate students when such participation is encouraged or required for their professional development. Registration fees, meals, lodging, travel, etc are considered acceptable expenses.

Professional memberships/subscriptions – The annual cost of membership(s) to professional organizations, subscription(s) to professional journals, magazines, etc for graduate students who are encouraged to participate in such activity for their professional development.

Step 3. Sign the appeal form and attach the required documentation.

Please include only photocopies of original documents as we are unable to return the materials once they are submitted. Decisions will be communicated through UNLV email (Rebelmail) or U.S. Postal mail.

Students who have questions regarding the Cost of Attendance Review process are encouraged to contact a financial aid counselor *prior* to submitting appeal documents. FAS is open Monday-Wednesday, and Friday from 8-5p.m. and Thursday from 9-5p.m. The office is located in room 232 of the Student Services Complex (SSC) – Building A.

Completed applications can be submitted to:

UNLV Financial Aid & Scholarships Office
4505 S. Maryland Parkway, Campus Box 2016
Las Vegas, NV 89514
FAX: 702-895-1353

Should you have any questions about completing this form, please call (702) 895-3424 or email to financialaid@unlv.edu