



2026-2027 COST OF ATTENDANCE ADJUSTMENT FORM

Last name	First Name	Student ID #	
Address		Email	
City	State	ZIP Code	Primary Contact #

The purpose of this form is to allow students an opportunity to submit additional information regarding a change in their Cost of Attendance (COA) that has not been previously considered. VSU assigns each student a COA, also known as a Budget, which determines an estimated cost of their educational expenses for a given award period. The COA is comprised of the following components: Tuition/Fees, Housing/ Meals Books/Supplies, Transportation, Personal/Miscellaneous Fees, and Loan Fees.

Only on a case-by-case basis VSU will re-evaluate a student's COA depending on exceptional circumstances. The evaluation will be based on out-of-pocket expenses paid during the enrollment/COA period which is checked below. If you believe your COA warrants re-evaluation resulting from one or more of the circumstances listed below, please complete, and submit this form along with a written statement detailing your situation and supporting documentation to substantiate your circumstance. Please check all categories shown below that are applicable.

Please check appropriate enrollment period(s): Fall 2026 Spring 2027 Summer 2027

Circumstance-Expenses:	Documentation Required:
<input type="checkbox"/> Dependent Childcare	<ul style="list-style-type: none"> • Copy of invoice and/or letter from the provider on letterhead that confirms enrollment, effective dates and amount paid per child per week/month. • Cancelled checks confirming payment or bank statement showing payment.
<input type="checkbox"/> Books and Supplies	
<input type="checkbox"/> Personal/Miscellaneous <input type="checkbox"/> Purchase of a Computer for Educational Purpose <input type="checkbox"/> First Professional Credential (applicable to degree program requiring licensure or certification)	<ul style="list-style-type: none"> • Reason for purchase or credential • Receipts showing payment
Other: Please Specify	

Remember: All valid requests for reconsideration must include the following: 1) This signed Cost of Attendance Adjustment form 2) A signed detailed statement explaining your situation/circumstance and 3) All required documents which verifies your situation/circumstance. Please allow 7-10 business days for processing. The Financial Aid staff reserves the right to request additional documentation. Submitting a request does **not** guarantee approval.

I have read and understand the content of this request:

Signature

Date

Return this form with all documents attached by mail or in person:

The Office of Student Financial Aid, PO Box 9031, Room 112 Gandy Hall | Fax: 804-524-6818 | Email: finaid@vsu.edu