

Request for Cost of Attendance (Budget) Re-evaluation

Student Name

Student ID Number

The estimated cost of attendance (budget) used to determine your financial aid eligibility includes tuition and mandatory fees based on enrollment as well as average amounts for expenses such as room and meals, books, supplies, materials, equipment, etc., transportation and miscellaneous expenses. You can review these amounts on your NEST account.

If some of your actual school-related expenses are more than the budgeted amount, you may be eligible for a budget increase. These are considered on a case-by-case basis, subject to federal and university policy. If approved, budget increases are typically funded with additional loans (federal or private).

ONLY the items listed below can be considered for budget increases. Complete this worksheet and submit with all supporting documentation as indicated on the last page for the specific items you are appealing. Only those expenses that you are actually paying can be appealed (e.g. you cannot request an increase in Housing costs if you are not paying the rent).

BUDGET ITEMS

Budget Item	Actual Monthly Expense	(Office Use Only)
Tuition and Fees	Are you registered for extra credits or have significant course or lab fees? ☐ YES ☐ NO	
Books, Supplies, Materials, Equipment		
Housing/food expenses		
Child/Dependent Care		
Disability related items		
Computer Costs		
Other (please identify):		

HOUSING EXPENSES

Are you responsible for paying rent/mortgage (is your name on the lease/mortgage)?

☐ Yes

☐ No

Do you share living expenses with others?

☐ Yes

☐ No

If yes, with whom?

If no, please explain

Before submitting this request, please visit studentaid.gov/aid-summary to see your current total federal loan debt (PLUS and private loans are not included) to consider how additional loan funds may affect your repayment after graduation. Prior indebtedness may be considered in determining whether a budget increase will be approved.

REQUIRED DOCUMENTS FOR COST OF ATTENDANCE (BUDGET) INCREASE REQUEST

Please submit the documentation indicated below as required to support your request.

1. Tuition and Fees or Course/lab fees not included in student budget:

- No documentation needed, we will review your Student Account charges

2. Books, etc. exceeding the amount included in your budget:

- Itemization of books required for courses
- Receipts to show amounts paid, or printouts from website verifying cost

3. Computer rental or purchase:

- The customary, reasonable cost to purchase a computer is determined to be \$1,500. If you do not have receipts of the amounts paid with a documented justification for expenses exceeding this amount, Montclair State will use the customary, reasonable cost as stated.
- Documented justification may include but is not limited to: course syllabus requiring equipment and software, a letter from the department/program chair indicating that the computer is required

NOTE: Montclair State will allow the cost of a computer once during a degree program.

4. Course-related equipment, trips/conferences and other expenses required for your educational program:

- Itemization of expenses incurred or requested
- Letter or memo from department chairperson or other authorized person verifying that the expense is necessary for your class or program

5. Rent/mortgage or other housing expenses exceeding the standard budget or a change in living arrangements resulting in greater costs:

- Copy of lease/rental agreement in student's name
- Copies of two canceled checks or money orders to verify payment of rent
- For a move to campus housing, no documentation is needed; we will verify your billed charges

6. Child/dependent care expenses necessary for class attendance during your period of enrollment:

- A copy of the contract verifying child care expenses including name of child care provider and name of child/children
- Copies of canceled checks or receipts to verify expenses if there is no written contract

7. Disability-related expenses during the period of enrollment not already covered by insurance or an agency:

- Itemization of projected expenses not covered by insurance, outside agencies or other means

Please be aware that Cost of Attendance/budget revisions will **not** be considered for non-educational expenses such as: car payments, credit card bills, other bills not related to educational expenses, or bills paid by another person/party.

Montclair will only allow expenses for 9 months when calculating your Cost of Attendance.