

Please "Validate" this form below before submitting

Montclair State University Request for Cost of Attendance (Budget) Re-evaluation

Student's Name: _____ Student ID# _____

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 board, books and supplies, transportation, and miscellaneous expenses. You can review these amounts on your NEST account.

If some of your actual school-related expenses are higher, you may be eligible for a budget increase. Budget increases are considered on a case-by-case basis, subject to federal and university policy. If approved, budget increases are typically funded *with additional loans or private financing*.

Items that can be considered for budget increases are listed below. Complete the worksheet and **submit supporting documentation as indicated on page 2 for the specific items you are appealing**. Only those expenses that you are paying can be appealed (e.g. you cannot request an increase in Housing if you are not paying the rent).

Do you share living expenses with others? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with whom? _____ If no, please explain _____ Are you responsible for paying rent/mortgage? (Is your name on the lease, etc.?) <input type="checkbox"/> Yes <input type="checkbox"/> No

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 and Supplies		
Housing (room and board)		
Child/Dependent Care		
Disability related items		
Other – identify:		

Before submitting a request we ask that you visit www.nslds.ed.gov 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 post-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:

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

- No documentation needed – we will review your Student Account charges.

Books exceeding the amount included in student budget:

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

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

Course-related equipment, trips/conferences and other expenses required for your educational program not included in the standard budget:

- 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 and that the amount requested is reasonable.

Rent/mortgage or other housing expenses exceeding the standard budget:

- Copy of lease/rental agreement in student's name.
- Copies of two canceled checks or money orders to verify payment of rent.

Child/dependent care expense necessary for class attendance during your period of enrollment:

- Letter identifying child's name and age as well as the name of the child care provider and days/hours that child care is provided.
- A copy of the contract verifying child care expenses.
- Copies of canceled checks or receipts to verify expenses if there is no written contract.

Disability-related expenses during the period of enrollment:

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

Please be aware that Montclair will only allow expenses for 9 months when calculating your Cost of Attendance.