



The Cost of Attendance (COA) estimates the education-related costs incurred while attending Longwood University during an academic year. Education-related costs include tuition and fees, housing and meals, books and supplies, transportation, and miscellaneous. If a student experiences a change in their expenses, our office may be able to adjust the student's cost of attendance. Adjustments could consist of adding new costs or increasing existing costs. For more information on the cost of attendance: <http://www.longwood.edu/financialaid/cost-of-attendance/>

**Note: Increasing your cost of attendance does not guarantee additional financial aid eligibility or aid.**

Complete this form if you have a special circumstance in which your current estimated cost of attendance does not cover your basic educational expenses. Return the completed form with the applicable documentation.

**A. STUDENT'S INFORMATION**

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Longwood ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. ADDITIONAL EDUCATION-RELATED EXPENSES**

Check all that apply:

Request	Required Documents
<input type="checkbox"/> Housing and Meals	<ul style="list-style-type: none"> <li>• Copy of lease, mortgage paperwork, and monthly utility bills during the current nine-month period of enrollment that exceeds \$1497.00</li> <li>• Receipts for grocery items that exceed \$603.00 per month.</li> </ul>
<input type="checkbox"/> Books and Supplies	<ul style="list-style-type: none"> <li>• Receipt for purchased books, supplies and equipment that exceed \$900.00 a semester.</li> </ul>
<input type="checkbox"/> Transportation	<ul style="list-style-type: none"> <li>• Provide documentation using a mapping website of roundtrip mileage and frequency to class/internship/practicum, clinicals, student teaching, or residence.</li> <li>• Receipts for reasonable expenses due to car repairs needed while enrolled.</li> </ul>

<input type="checkbox"/> Computer/Technology Expenses	<ul style="list-style-type: none"> <li>• Receipt for computer, printer, or university required software.</li> </ul>
<input type="checkbox"/> Student Dependent Care Cost	<ul style="list-style-type: none"> <li>• Names and ages of Children/dependents receiving care that are included on the FAFSA, and,</li> <li>• Proof that childcare or dependent care is not covered by a third-party</li> <li>• Receipts or letter from childcare facility or YTD statements (if paid in advance)</li> </ul>
<input type="checkbox"/> Other miscellaneous educational expenses	<ul style="list-style-type: none"> <li>• In some cases, the COA can also be increased if there are other unusual education-related expenses that the student will incur during periods of attendance that are not in the COA or exceeds what is estimated in the COA. Include supporting documentation (along with receipts).</li> </ul>

***This request, along with supporting documentation must be received by our office no later than 10 business days before the end of the current semester to be considered.***

### **C. CERTIFICATION AND SIGNATURES**

By signing and dating this form you certify that all statements and supporting information submitted are complete and correct.

A representative from our office will contact you if further information is required.

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Student Signature

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Date

**For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: [go.longwood.edu/uploadfa](https://go.longwood.edu/uploadfa)**

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