

The Office of Student Financial Aid may be able to provide you with additional financial aid for the cost of unavoidable educational expenses that are not included in your Cost of Attendance (COA). An offer of additional aid is not guaranteed. Each adjustment is reviewed on a case-by-case basis.

You must submit proof of the expenses and payment made by you or someone whose income is included in your FAFSA to be granted an increase. You will be notified via email of the outcome of the request. Please allow three weeks for processing.

COA increase requests should be submitted no later than 45 days before your last date of attendance. Please refer to the [Cost of Attendance Adjustments Policy](#) on our website for more information about COA adjustments. Some expenses are already built into the monthly budget, found [here](#).

		\$
<b>STUDENT NAME</b>	<b>7-DIGIT STUDENT ID</b>	<b>AMOUNT REQUESTED</b>

**NOTE:** KUMC has specific forms available for most requests. Please visit our website for access to those [forms](#).

Examples of “other” types of expenses might be the purchase of equipment required by your academic department but not included in your COA, additional tuition/fees that you are assessed that are not included in your COA, or one-time licensure costs. If you have an unavoidable expense you would like to have considered, have questions about what documentation you should submit, or have other extenuating circumstances, please contact the Office of Student Financial Aid.

**EXPLANATION OF EXPENSE**

Please describe expenses below and attach additional sheets as necessary.

**Please check the boxes below, indicating that you have read and agree to the following:**

- I have submitted all required documentation and understand that the Student Financial Aid Office will revise my award, if appropriate, after the appeal has been processed.
- I understand that submission of the document does not guarantee a change in my financial aid award.
- I understand I will receive an email notifying me of any change in my Cost of Attendance once this appeal has been processed.

To protect your information, please send all documentation confidentially using your KUMC.EDU email address. To send a secure email, place [secure] at the beginning of the subject line in your email. More information can be found at: <https://kumed.sharepoint.com/sites/mykumc/ir/Pages/Secure-Email.aspx>

<b>STUDENT SIGNATURE</b>	<b>DATE</b>

<b>For SFAO Use Only:</b>	Budget Maint. _____	Award Entry _____	Date Complete _____
	Email Sent _____	Comment _____	Completed By _____