



2024-2025

Cost of Attendance Budget Adjustment Appeal

9

Student's Name

Student's MSU Net ID

MSU ID (9 digit)

Purpose of this form

Financial aid is provided to you to pay for educational costs. The Financial Aid Office has developed Cost of Attendance (COA) budgets for students using estimated averages of anticipated educational expenses for the period in which a student is enrolled. The Cost of Attendance includes the components of tuition/fees; food and housing; books; transportation; and personal expenses. This form allows a student to request adjustments to the standard budget amounts for necessary and unexpected expenses incurred while classes are in session at Mississippi State University. An academic year budget is equal to 9 months.

Complete this form only if the student or the family whose financial situation contributes to the student's education has additional allowable costs during the academic year (August 2024 – May 2025) that will increase the overall Cost of Attendance (COA). The form must be filled out completely and all corresponding documents submitted to initiate a review of your educationally related expenses. Expenses for which adjustments will not be made include credit card or car payments, everyday living expenses such as groceries, personal care items, etc. NOTE: Do not include payments for expenses incurred prior to your enrollment at Mississippi State University. **The total of your financial aid awards cannot exceed your Cost of Attendance when receiving federal financial aid.**

- Budget Adjustments are **limited to one per academic year (fall/spring)**.
- Additional documents may be required as the appeal committee evaluates your appeal.
- To check the status or to see requests for any documents, log in to your MSU myState and check Eligibility Requirements; you can also see this under your MSU email address.
- Appeal will be delayed if ALL documentation required and requested are not signed and submitted.

A student may request an adjustment to their COA for the following reasons:

- Cooperative education cost.
- Dependent or childcare cost.
- Disability-related expenses.
- Emergency/One-Time Medical/Dental/Vision Expenses.
- Other education related cost.
- Purchase of other item(s) as required by course of study. For a computer, please use specific form on the financial aid website: www.sfa.msstate.edu/forms.
- Study Abroad cost – Please use specific form on the financial aid website: www.sfa.msstate.edu/forms.
- Unusually high housing cost.
- Unusually high transportation cost.

Submitting the COA Budget Adjustment Appeal form does not guarantee your total financial aid eligibility will increase. Approved appeals **do not** guarantee any additional aid will be awarded and the appeal will not increase your federal grants. Please review the allowed reasons your Cost of Attendance can be adjusted to allow more aid eligibility. Please select only one and submit the documentation as required by your selection.

Allowable Reasons for the Cost of Attendance Budget Adjustment Appeal

CHECK ONE	COST OF ATTENDANCE SPECIAL CIRCUMSTANCE	REQUIRED DOCUMENTS TO SUBMIT WITH APPEAL FORM (Write 9-digit student ID on EACH page submitted.)
	Computer purchase – on or after June 2024, required by your program.	<ul style="list-style-type: none"> • Please use: 2024-2025 Computer Request Form. • Additional documents required with form.
	Disability expenses – Reasonably incurred expenses not paid by other sources.	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. • Documentation from Disability Services that this is a disability-related educational expense. • Proof of purchase or contract to purchase with amount. • Copies of receipts/bills. Indicate the amount of assistance being received or that will be received from outside sources/agencies.
	Dependent or childcare expenses	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. Must include for whom the care is provided, age, relationship to student and how many hours the student attends classes per week. • A signed statement from the dependent care provider, include the cost of care for each dependent and the number of hours per week or month the care is provided. • Confirmation you have contracted for dependent care service.
	Auto repair costs – Costs for repairs if the incident occurs in the 2024-2025 academic year.	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. • Detailed receipts/bills for the repairs. Note: If the repairs are due to collision, please provide a copy of your car insurance to include the amount of your deductible.
	Medical/Dental Vision expenses – Medically necessary procedures not covered by insurance and paid out of pocket.	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. • Documentation of medical insurance (include amount of co-pay). • Copies of receipts/bills, which include the date of office visit/procedure.
	Additional course-related expenses – Costs related to a class in your program i.e. equipment, additional books, or supplies.	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. Please include name of department, program of study and related total costs of additional expenses and how the items are related to your course of study. • Copy of the class syllabus or a letter from the professor or Department Head that states this is a required expense for the course. • Copies of all receipts/bills related to this expense. • Any other documentation that shows the relation of the cost to your education. The start and end dates of the costs.
	Cooperative education cost	<ul style="list-style-type: none"> • Signed, detailed statement of explanation of costs associated with a work experience under an MSU cooperative education program such as additional transportation costs to/from your work site including starting and ending addresses for your commute. • Additional documentation may be required.
	Study abroad cost	<ul style="list-style-type: none"> • Please use: 2024-2025 Study Abroad Financial Aid Request Form.
	Unusually high housing cost	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. Must include a reason why you must have housing beyond the factor allowed in the Cost of Attendance such as disability, number in family, etc. • Copy of lease and additional documentation may be required.
	Unusually high transportation costs	<ul style="list-style-type: none"> • Signed, detailed statement of explanation. Please include addresses to and from sites for which you are traveling for educational purposes. For example, if transportation to and from an off-site clinical or research facility is required, please indicate the starting and ending addresses for your commute. • Additional documentation may be requested.

This form should only be used **after** the current Free Application for Federal Student Aid (FAFSA) has been submitted. Each request for review is evaluated on an individual basis.

Requests must be processed by the last day of classes for the semester(s) you are attending for this academic year. To ensure that your request can be reviewed, submit this application and all requested documentation as soon as possible, preferably no later than one week prior to the end of the semester. Additional documentation may be requested by the appeal committee before any adjustment to the Cost of Attendance is approved.

Submitting this COA Budget Adjustment Appeal form does not guarantee your total financial aid eligibility will increase. Approved appeals do not guarantee any additional aid will be awarded and the appeal will not increase your federal grants. However, it could increase your eligibility for a Parent or Grad PLUS loan, alternative loans, etc. If your loan eligibility is increased because of a change to your COA, it is your responsibility to take the necessary steps to secure the additional loan funds.

Where to submit this form

Using the information provided in the top right corner of the first page of this form, you may submit this completed form by either securely uploading it to sfa.msstate.edu/dawg-documents or by mailing it to the Office of Student Financial Aid (P.O. Box6035, Mississippi State, MS 39762).

Questions?

If you have any questions, please contact the Office of Student Financial Aid at (662) 325-2450 or email: financialaid@msstate.edu.

Certification Statement: SIGNATURE MUST BE HANDWRITTEN; electronic signatures/initials will not be accepted.

By signing this form, I certify that all of the information on this form is complete and accurate to the best of my knowledge.

Warning: Purposely giving false or misleading information may result in a fine, imprisonment, or both.

Student's Signature _____

Date _____