



Special Circumstance Cost of Attendance Appeal Form 2023-2024

This form is used to request an adjustment to a student’s annual cost of attendance when their living expenses are greater than the college’s cost of attendance. Applications are considered incomplete without all of the required documentation. **All special circumstance appeals are required to have a detailed letter of explanation in addition to the supporting documentation.** If you have been selected for Federal Verification, your appeal cannot be processed until verification is complete.

This appeal is intended to increase a student’s overall cost of attendance (ie; budget) so that the student may obtain additional loan funding, this appeal does not result in non-loan funding

Cost of Attendance Item (check only the box that applies)

Documentation Required

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| _____ Housing and/or Meals | <ul style="list-style-type: none"> • Copy of lease or other negotiated document showing your personal share of housing cost • Copy of utility bill(s) • Meals: copies of receipts (please note only medically related food expenses will be considered) |
| _____ Transportation | <ul style="list-style-type: none"> • Signed detailed statement indicating mileage traveled per week, reason for travel, frequency and semester(s) • Receipts of travel expenses (if applicable) • A copy of MapQuest showing mileage |
| _____ Childcare/Dependent Care Expenses (for independent students) | <ul style="list-style-type: none"> • Daycare or provider bills/receipts/statement from provider with cost(s) |
| _____ Other (ie; books/supplies, one-time computer purchase, clothing/equipment required for academic program, ect.) | <ul style="list-style-type: none"> • Receipts of purchase(s), or an estimated cost print out for item(s) |
| _____ Medical Expenses (one-time) and/or Insurance | <ul style="list-style-type: none"> • Copy of insurance bill/statement • Copy of medical bills not covered by insurance |

Certification Statement: I (we) certify that all of the information provided is correct. I (we) understand that additional information may be corrected. I (we) understand that the appeal decision made by SUNY Brockport’s financial aid office is final and cannot be appealed.

STUDENT SIGNATURE: _____ **DATE :** _____

PARENT SIGNATURE (IF DEPENDENT STUDENT) : _____ **DATE :** _____