

2016-2017 Undergraduate Appeal Form to Adjust Cost of Attendance

Student Name

LMU ID

An increase to your Cost of Attendance (COA) may increase your eligibility to borrow additional Federal Direct or private loans. An increase to your COA may also allow you to receive outside scholarships or other resources for which you have applied in addition to your financial aid award.

A. Child Care Expenses:

Up to \$8,991 for expenses during the academic year. Only expenses not paid by employer for which you can provide satisfactory documentation such as a copy of a signed enrollment contract with a family day care home or child care center or a letter from the provider of your services. Documentation must include the name of the child, your name, name of the child care provider, and anticipated costs for the academic year. Student must provide copies of receipts.

Total Expenses you will pay during the 2016-2017 academic year \$

B. Psychotherapy Expenses:

Incurred during the academic year that are required by the Marital and Family Therapy Program. If you have health insurance which covers a portion of your psychotherapy costs, only include the portion that you must pay 'out of pocket.' Only psychotherapy required by your major will be considered on this form, any additional psychotherapy expenses require a medical appeal. Student must provide copies of receipts.

Total Expenses you will pay during the 2016-2017 academic year \$

C. Technology Expenses:

Cost of Attendance may be increased up to \$1,500 **one time only**, for the purchase of a computer, printer or university required software. Student must provide copies of receipts.

Total Expenses \$

D. Medical/Dental Expenses:

Expenses incurred during the academic year that are deemed medically necessary. If you have health insurance which covers a portion of your medical/dental expenses, only include the portion that you must pay 'out of pocket.' Student must provide copies of receipts.

Total Expenses you will pay during the 2016-2017 academic year \$

E. Other Expenses: Attach explanation and appropriate documentation

Total Expenses \$

F. Special Course Expenses:

Can be used to determine your financial aid eligibility. Please complete below and return to our office along with an itemized estimate of your project or thesis expenses. See below for course maximums.

Course Number **Semester/ Year** **Total Expense** \$

Instructor's Name **Instructor's Signature**

Instructor's Campus Phone Number **Date**

NOTE TO INSTRUCTORS: Please do not sign this form if the budget submitted to you by the student includes costs for extraordinary/excessive expenses. The Financial Aid Office will confirm the appropriateness of this budget with you.

2016-2017 Undergraduate Appeal Form to Adjust Cost of Attendance

Student Name

LMU ID

LOAN ADJUSTMENT: If my appeal is approved, please increase my loan as indicated below.

I would like to revise the principle amount of my Loan from \$ to \$

Check this box to indicate you would like to have your loans increased to the maximum allowable amount after your COA appeal has been processed. You can reduce your loan(s) by submitting a revision request form at least 15 days prior to the last day of classes.

Signature:

I, certify that the information I have provided above and any supplemental documentation is true and correct. Reporting false information can result in the revocation of my financial aid and/or criminal charges. I agree to inform the Financial Aid Office of any changes in this information. I am aware that this appeal process to adjust my cost of attendance can take up to 30 business days.

Student Signature:

Date:



**Mail: LMU Financial Aid Office
1 LMU Drive, Suite 270
Los Angeles, CA 90045**

**Phone: 310.338.2753
Fax: 310.338.2793**



Click the 'Submit by Email' button if you have an email client configured (eg: Outlook, Outlook Express, Entourage etc.) -OR- save the file to your computer and attach the file using your web-based email (AOL, Yahoo, Gmail, etc.) and send it to finaid@lmu.edu. Documents must be signed before they can be accepted.