



Request for Adjustment of Cost of Attendance

Name: _____ Student ID: _____

Email Address: _____

Daytime Phone: _____ Cell: _____

Appeal is for (circle semester/s): Fall 2009
 Spring 2010

To request adjustments to your cost of attendance:

1. Complete this form
2. **Attach required documentation**
3. Sign and return to the Financial Aid Office:

Financial Aid Office
Mount Vernon Nazarene University
800 Martinsburg Road
Mount Vernon, OH 43050
(740) 392-6868, ext. 4520
financialaid@mvnu.edu

1. ____ You are enrolled for more than 15 undergraduate credit hours for Fall or Spring semesters or for more than 6 undergraduate credit hours for the summer sessions. **Documentation:** *The Financial Aid Office will verify your credit hours before processing your request.*
2. ____ Your books and supplies exceed \$450 a semester and/or \$225 a session. Expenses must be directly related to school and must be required of all students in the class. **Documentation:** *Please attach the course syllabus and an itemized bookstore receipt.*
3. ____ You have unusually high travel expenses for the semester due to a daily commute of more than 30 miles per day. **Documentation:** *For basic commuting, attach written information on the distance traveled, frequency, and destination points. If the travel is related to a course activity, please attach documentation from your department pertaining to the distance and the reasons for the commute.*
4. ____ You have child care expenses (assuming you claim your child as part of the household), your child is 12 years of age or under, and the expense is directly related to your ability to attend school. **Documentation:** *Attach written information on the child's name, age, name of day care, and monthly day care expense paid by you without reimbursement.*
5. ____ You are purchasing a computer. **Documentation:** *Store receipt of purchase or written estimate of purchase price and written statement of educational purpose.*
6. ____ Other. **Documentation:** *Attach explanation and any supporting documentation.*

To the best of my knowledge, all of the information on this form is complete and correct.

Student's signature _____ Date _____