Cost of Attendance Adjustment Information and Instructions

The Cost of Attendance (COA) for a student represents an estimate of that student’s educational expenses for their period of enrollment at California Maritime Academy. The Cost of Attendance, also referred to as a student’s budget, includes the student’s tuition and fees, medical insurance, books, supplies, room and board expenses for rent, utilities, transportation, and an allowance for miscellaneous personal expenses. If a student has eligible expenses beyond those estimated in their COA, they may complete this form and must attach receipts of their eligible expenses.

Expenses must be incurred during the corresponding academic year and be directly related to the period(s) of enrollment for which the student is requesting an increase to their COA. An increase in COA does not guarantee that financial aid awards will be increased. Increases are contingent upon award limits based on eligibility, grade level, and fund availability.

Costs that can never be added to a student’s cost of attendance are:

- Auto purchase or auto payments
- Credit card or other consumer debt payments
- Costs incurred by a family member, including a spouse or roommate’s portion of rent or mortgage
- Child support and other child care expenses (other than day care)
- Legal fees, bail, traffic tickets, parking tickets, or fines
- Veterinary costs, unless for a service animal
- Luxury items, such as premium cable channels, high-speed internet, food costs in excess of the standard allowance or other similar costs unless required for a specific education-related reason.

Student Obligations

Students should not rely on their requested funds until those funds are disbursed by the Financial Services Office. Any expenditures or financial decisions made prior to disbursement are the student’s responsibility and are at the student’s own risk.

Complete the attached form along with the required documentation and submit to the Financial Aid Office for review. Notification regarding the denial or approval will be made to the student via their Cal Maritime email.
2019-2020 Cost of Attendance Adjustment

1. Please indicate why you are requesting an increase in your Cost of Attendance (COA)
   - Due to Grants or Scholarships
   - To Increase Work-study
   - To Increase Loan(s)

2. I am requesting a Cost of Attendance adjustment for:
   - Fall/Spring
   - Fall Only
   - Spring Only
   - Summer Only

<table>
<thead>
<tr>
<th>Source of Expense</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical, Dental, Optical</td>
<td>$</td>
<td>Submit documentation of unreimbursed medical expenses, including prescriptions incurred during the 2019-20 academic year. A quote from a licensed doctor may suffice for service needed.</td>
</tr>
<tr>
<td>Child Care</td>
<td></td>
<td>Child care expenses may be included if the student is incurring the expense while attending class, study sessions, group projects, labs, etc. (does not include private school tuition)</td>
</tr>
<tr>
<td>Computer Purchase</td>
<td></td>
<td>An adjustment to include the cost of a computer may occur <strong>once</strong> as an undergraduate and <strong>once</strong> as a graduate/professional student. (No more than $1,500, one time only, may include related items such as software, extended warranty, printer, etc.)</td>
</tr>
<tr>
<td>Additional Books, fees and Supplies</td>
<td></td>
<td>Submit copies of receipts indicating the amount spent on books, licensing fees, and/or supplies.</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td>Submit documentation for any recent maintenance or operating expense you may have incurred. Submit documentation of airfare expense to travel home during holiday breaks (limited to 2 roundtrip tickets each academic year). Submit documentation of auto insurance policy with student’s name provided and monthly payment. If your daily commute exceeds 30 miles, please provide the following: Student’s Street address: ___________________________ Number of commute days/week: _____ Daily Miles Roundtrip: _____</td>
</tr>
</tbody>
</table>

Signing below certifies that all of the reported information is complete and accurate.

Student Signature _____________________________ Date ___________________

**WARNING:** If you purposely give false or misleading information you may be fined, be sentenced to jail, or both.

**Receipts must be attached**