

EMPORIA STATE UNIVERSITY

FINANCIAL AID, SCHOLARSHIPS & VETERANS SERVICES

2024-2025 Cost of Attendance Adjustment Request

Campus Box 4038, 1 Kellogg Circle, Emporia, KS 66801
Phone: (620) 341-5453
Fax: (620) 772-9205
finaid@emporia.edu

Name _____		E _____ Student ID	
Street Address _____	City _____	State _____	Zip _____
Phone Number _____		E-mail Address _____	

Please note the following:

- Before completing this form, please review your financial aid award and your Cost of Attendance in Hornet 365 and only complete this request if your financial aid has been awarded up to your cost to attend. You are not required to and should not complete this form if your expenses do not exceed your cost of attendance.
- All expenses listed on this form must be supported by appropriate documentation. Expenses listed without supporting documentation will not be reviewed. Documentation must be provided with this request form.
- Only educational expenses and expenses incurred during your enrollment period will be considered.
- Expenses requested below must **exceed** the allowance that has already been used to calculate your estimated budget amount.

Provide the cost and supporting documentation for each item you wish to have reviewed:

\$	Living Expenses (Rent/Utilities): Attach a copy of your lease/monthly utility bills/etc. A monthly food allowance will be automatically considered.
\$	Transportation: Provide repair receipts, proof of mileage, etc. Expenses NOT considered: Purchase/lease of a vehicle, car payments
\$	One-Time Computer Purchase: Allowable one-time. Include a purchase receipt with itemized components and costs. Allowance limited to \$1,000.
\$	Other Miscellaneous Education Related Expenses: Expenses may include higher than average medical/dental expenses or emergency situations. Provide explanation as well as supporting documentation.

Submit this form and documentation using Secure Document Upload:

<https://www.emporia.edu/financial-aid/forms-publications-and-resources/>

Requests submitted without documentation are subject to denial.