



SPECIAL CIRCUMSTANCE

2025-2026 Student Cost of Attendance Adjustment

Student Name: _____ Student ID: _____ Contact Number: _____

The Cost of Attendance (COA) for school and personal expenses is determined annually by ETBU and based on the average cost a student will incur each semester. Select from one of the categories below if you have expenses that we may not have included or are of extraordinary nature.

Note: Grant money is not set aside for these requests and most COA adjustments only result in increased loan eligibility. Submission of this form does not guarantee approval of your request.

STEP 1: Letter of explanation. You must provide a detailed, typed, and signed letter supporting your request.

STEP 2: Check the reason(s) you are requesting a COA adjustment and attach the required documentation for each situation. Receipts must be dated within the time of enrollment in the current academic year. Expenses occurred before the first day of the semester will not be reviewed.

- ☐ EDUCATIONAL EXPENSES (Tuition and fees, books, and additional school supplies not already accounted for in COA)
 - This request will not be reviewed until after census date of the term in which you are enrolled. Attach photocopies of paid receipts for supply expenses.
- ☐ CHILD CARE EXPENSES
 - Submit a copy of the tuition agreement from your daycare provider. The statement from the daycare provider must include the name of each child, their age, cost per child, and dates verifying current enrollment.
- ☐ COMPUTER PURCHASE (Increase cannot exceed \$2,100)
 - Provide a copy of a paid receipt for your computer or laptop purchase. Only one request per collegiate career.
- ☐ TRANSPORTATION (Repairs or round-trip mileage exceeding 150 miles/week)
 - This request will not be reviewed until **after census date** of the term in which you are enrolled.
 - Attach photocopies of paid receipts for bills incurred for auto repairs not covered by insurance (not including insurance premiums, regular maintenance or cosmetic repairs).

Student Signature: _____

Date: _____

Return this form and any attachments to:
Office of Financial Aid – East Texas Baptist University
One Tiger Drive, Marshall, TX 75670 | Phone: 903-923-2138
Email: financialaid@etbu.edu | Fax: 903-934-8120