



2016-2017 Additional Academic Expenses Request (page 1)

PGCSTx

Name: _____ Evergreen ID: A _____
(Print) Last First MI

Address: _____ Phone: () _____
Street City State ZIP

☐ Single ☐ Married Is your spouse enrolled at Evergreen? ☐ No ☐ Yes Spouse ID: A _____

Tuition and fees and an allowance for books are included in the basic budget for COA at Evergreen (see <http://www.evergreen.edu/financialaid/coa.htm>). Use this application to add other expenses directly related to your academic program or individual learning contract to your COA (Cost of Attendance).

1. **A written letter of explanation must accompany this form.** Your letter must include dollar amounts, time frames, and documentation that support your request. **Do not include expenses incurred before or after the current academic year.**
2. **Documentation for expenses could include:** copies of receipts, canceled checks, invoices, or a list of costs from your faculty/program of study.
3. **Attach a copy of your class description or completed contract to support your request.**
4. **Review, print, and attach your total loan indebtedness at <http://www.nslds.ed.gov>, and then review, print and attach the monthly payment your current indebtedness will require using the calculator at <http://studentaid.ed.gov>.**

In most cases, loans must be added to fund your additional academic costs. Please note that when funding your additional expenses with Federal *Unsubsidized* Loan, interest begins to accrue as soon as the loan disburses. Approved increases to COA might be met with gift aid based on student eligibility and the availability of funds.

If this application is approved and results in an offer of Direct Loans:

- ☐ Please add or increase my Federal Direct Subsidized Loan to my maximum eligibility.
- ☐ Please add or increase my Federal Direct Unsubsidized Loan to my maximum eligibility.
- ☐ Please add or increase both loans to my maximum eligibility.
- ☐ If eligible, I accept \$_____ in loans.

Note: Loans may be cancelled on request during the academic year. Cancellation of loans may result in you owing the college for funds already disbursed. If you have not accepted any Federal Direct Loan for the current academic year, follow the directions at <http://www.evergreen.edu/financialaid/loans-direct.htm>



2016-2017 Additional Academic Expenses Request (page 2)

Typical additional academic costs might include charges for enrollment in additional credits at Evergreen, or the one time only purchase of a computer.

Documentation to support your request for the costs could include copies of receipts, canceled checks, invoices etc.

☐ I have enrolled in _____ credits at Evergreen for the _____ term and need funds to cover my additional charges for enrollment.

☐ I need funds to cover costs for the one time only purchase of a computer. I have attached a description and the cost of the computer I need, or if I have already purchased the computer, I have included a receipt for that purchase.

Expenses directly related to your academic program or individual learning contract might include costs of required supplies, equipment, materials, or travel. These requirements must be itemized in your letter of explanation and must be documented.

Documentation for expenses could include: copies of receipts, canceled checks, estimates, invoices, or a list of costs from your faculty.

Documentation for travel could include: a catalog, brochure, or letter from another school that is part of your study; and/or communications from travel agents or web sites. Please include dates of travel.

Attach a copy of your class description or completed contract to support your request.

☐ I have class fees, or must purchase books, supplies, or tools for academic goals that will exceed the basic budget.

☐ I will travel as a component of my class study or individual learning contract.

☐ While traveling as a component of my class study or individual learning contract, I will be required to maintain (pay for) local housing.

Comments: _____

Student's Signature: _____ **Date:** _____