Bon Secours
Office of Financial Aid
8550 Magellan Parkway, Suite 1100 | Richmond, VA | 23227
W: 804-627-5350 | F: 804-627-5441
Email: bsr-confinancial@bshsi.org

Adjust Cost of Attendance Appeal Form

Student ID #: _____ Email: _____

Student's Name: _____, _____
Last First Middle

Important Notes:

- Review Cost of Attendance (COA) figures on college website prior to submitting an appeal to determine if your expenses exceed our cost of attendance amounts.
- **Approval of appeal does not guarantee additional aid.**
- Appeals must be submitted prior to start of semester.
- Include your student ID on each page of documentation.

Required for all appeals:

- ✓ This signed coversheet
- ✓ Documentation supporting the type of appeal(s) listed below

Please check the item(s) listed below that you wish to appeal and attach the required documentation.

		REASON FOR APPEAL	DOCUMENTATION REQUIRED
❑	1.	Books and supplies exceed current COA	❑ Copies of receipts for required books, supplies, and equipment
❑	2.	Personal expenses exceed current COA	❑ Copy personal expense you would like to have considered.
❑	3.	Room and Board exceed current COA	❑ Copy of lease/mortgage ❑ Copy of cable/internet bill ❑ Copy of utility bill(s)
❑	4.	Transportation expenses exceed current COA	❑ Provide reason for travel and documentation of round trip miles (internet map site information is suggested)
❑	5.	Computer Expense	❑ Documentation of the computer cost
❑	6.	Child care expenses	❑ Invoice or letter on letterhead from the child care provider stating the total cost of care for each child included on the FAFSA
❑	7.	Other: _____	❑ Documentation of other expenses you would like considered

If I purposely give false or misleading information, I may receive a fine, a prison sentence, or both. By signing this form, I certify that all information is complete and correct.

Student's Signature_____**Date**_____