

Cost of Attendance Review Policy

Estimated cost of attendance (budget) is used to determine your financial aid eligibility for a specific period of enrollment and includes estimated amounts for tuition, mandatory fees, as well as average amounts for standard educational expenses such as housing, meals, books, supplies, transportation, and other personal/miscellaneous expenses.

If your actual education-related expenses are higher than the estimated cost of attendance used to calculate your financial aid eligibility, you may request a review of your cost of attendance. Cost of attendance increases are considered on a case-by-case basis and are subject to federal, state, and institutional regulations.

Consider the following before submitting a request for an increase:

- Only expenses incurred **by and for the student** (or dependents of students) during the current academic year (between August 1 and August 10 of following calendar year) will be considered.
- One-time expenses incurred prior to the start of the academic year (August 1st) will not be considered; other than a computer purchase.
- If approved, an increase is typically funded through Federal Direct PLUS Loans or private education loans (and will not result in additional grant assistance). **This request is not an application for a loan.** Visit studentaid.gov to review your current indebtedness and consider how additional borrowing may impact your post-graduation repayment.
- Reasonableness of your request along with prior indebtedness may be considered in determining whether an increase to your cost of attendance will be approved or for how much. Not all adjustments will be accepted due to the lifestyle choice of the student.
- You may be asked to participate in a money management consultation with Red to Black.
- Completing the Cost of Attendance Review Request form does not guarantee an increase to your cost of attendance. Each request receives a thorough review by a committee, and committee decisions regarding requests for increase are considered final. In addition, approval of identical requests for increase during the academic year or future academic years, are not guaranteed.
- Appropriate documentation (as indicated on the Cost of Attendance Review Request form) must be submitted at time of form submission or your request may not be reviewed.
- A personal statement describing the reason for request and detailed explanation of extenuating circumstance is required with every request.
- A table of contents with page numbers, indicating the documents you are submitting in order is required with every request.
- Please allow 10-15 business days (or more during peak processing times) for your Cost of Attendance Review Request form to be processed; you will be notified of our response via your TTU email address.

Housing

- Adjustments for single and/or married students without dependents will be considered on a case-by-case basis.
 - Written explanation of extenuating circumstances required.
 - Additional documentation of extenuating circumstances may be requested.
- Rent/mortgage documentation must be completed, signed lease with dates during academic year. Quotes, estimates, etc. will not be accepted.
 - Updated lease or letter from landlord required if lease has been renewed from prior year.
- Copies of 3 months detailed bills such as utility, gas, water, etc. required.
 - Bills can be just prior to August 1st to consider 3 months.
 - 1 month acceptable for consistent bills (phone, internet, etc.)
 - Utility amounts for new move-ins will not be considered until documentation of average monthly costs can be obtained.
 - Internet max monthly cap \$75
 - Phone max monthly cap \$75
- Total monthly Housing maximum caps
 - Single and/or married without children with extenuating circumstances \$1200
 - With children \$1650
- Distance students (single and/or married without children) – we will use the average Housing Cost of Attendance component of the 3 nearest college/universities to your home address.
 - The maximum monthly cap for single and/or married students without dependents with extenuating circumstances will be a 71% percent increase over the calculated average.
 - The maximum monthly cap for students with dependents will be a 135% percent increase over the calculated average.

Meals

- No adjustment will be considered unless extenuating circumstances apply such as documented special dietary needs or having dependents.
 - Special dietary needs include medical (doctor's note required) or religious (must be indicated in personal statement).
- 1 month's itemized receipts required.

Books/Supplies

- Paid receipts and documentation (syllabus, letter from professor, etc.) from the academic department of requirement will be required.
- An estimate may be considered for purchase of a musical instrument. Adjustment allowed one-time per program. Documentation of the requirement from the department must indicate a reasonable purchase amount for the instrument required.
- Adjustments for this component will be completed on a per semester basis with documentation, not for the full year.

Medical

- Only non-elective/medically necessary procedures, medication, and supplies not covered/reimbursed by insurance considered.
- Paid receipts or payment plan documentation with a receipt of at least one payment made will be required.
- Itemized bill/EOB showing date and description of service will be required.

- Must have incurred expense or be making payments on plan during the semesters enrolled in the academic year.
- \$3000 annual maximum.
- Anything over maximum will require a committee decision by a group of 3 of more Financial Aid staff members.

Disability Expenses

- Only procedures, services, supplies, medication not covered by insurance or paid by a 3rd party will be considered.
- Paid receipts or payment plan documentation with a receipt of at least one payment made will be required.
- Must have incurred expense or be making payments on plan during the semesters enrolled in the academic year.
- Copy of medical documentation of necessity of expense will be required.
- Actual fees for the Techniques Center, per the TTU student bill, may be utilized.

Dependent Care

- Expenses considered for children up to 13 years of age living in household. \$6000 per child annual maximum.
- The [Dependent Care Expense Worksheet](#) will be required.
- Payment documentation (cancelled checks, receipts, etc.) will be required.

Computer

- \$1500 one-time per program maximum for UG/Grad. \$2500 for Law. If special requirements for major, documentation required from college.
- Allowed only once during program at TTU.
- Copy of paid receipt or detailed estimate required.

Vehicle/Home Repairs

- Only repairs that are necessary for the student to continue their educational program will be considered.
- Paid receipts of vehicle/home in student's name paid by student for amounts not covered/reimbursed by insurance will be required.
- New/used car purchase not allowed. Standard maintenance expenses not allowed (e.g., oil change, insurance, etc.).
- \$2000 annual maximum.
- Any amount above maximum requires committee decision by a group of 3 of more Financial Aid staff members.

Interview Expenses (Law Only)

- Only necessary hotel, flights, mileage, food, etc. costs to attend scheduled job interview will be considered.
- Copy of paid receipts required.
- Documentation of scheduled interview required.

Other

- For expenses not included in other categories
- Detailed letter of explanation will be required.
- Documentation of reason for expense and paid receipts will be required.
- Travel Required for Education Program
 - Paid receipts and academic department documentation that travel is **required** for degree will be required.
- Professional Licensing
 - One-time only for examination fee incurred during academic year.
 - Study material/study course fees not considered.
 - Academic department documentation that it is required for degree completion will be required.
 - Paid receipts will be required.
 - Not allowed for licensing required for admission into another school.
- Emergency Travel
 - Paid receipts will be required.
 - Documentation (doctor's notes, obituary, etc.) of reason for travel will be required.
- Relocation Expenses - Law only.
 - Allowed only once during program at TTU for relocation to Lubbock, TX.
 - Paid receipts will be required.
- Personal
 - Health Insurance
 - If personally purchased insurance, amounts in excess of TTU Academic Health Plan costs will not be considered.
 - Paid receipts or charge to TTU student bill will be required.
 - Professional Clothing – LAW only.
 - Paid receipts required.
- Transportation
 - Only flights for out-of-state students will be considered. Flights for in-state students are already covered in the standard Cost of Attendance Transportation component.
 - Only flights home at semester breaks (to/from Lubbock in August, December, January, May) will be considered. Dorms are open during other holidays so return home is not required.
 - Paid receipts will be required.
 - Mileage for students commuting from 40 miles or more 3 or more times a week can be considered. Home address in TTU system must confirm commute, or letter documenting other reason for commute (co-op course, required internship, etc.)
 - Mileage map from Mapquest, Google Maps, etc. will be required.
 - Current state/federal mileage rate will be used to determine expense amount.