



Office of Student
Financial Assistance

ONE-TIME COMPUTER EXPENSE FORM (2024 - 2025)

Student's Full Name: _____
First Last MI

Student ID: _____

Federal regulations give the Office of Student Financial Assistance the ability to adjust a student's Cost of Attendance (COA), on a case-by-case basis, for the purchase of a computer for educational use. **The maximum COA increase for the purchase of a computer is \$3,000, which may include the cost of a printer and other peripheral devices.**

PLEASE ATTACH:

Copy of the vendor's estimated price sheet or receipt of purchase to verify your computer expense. The documentation submitted must demonstrate that the computer expense was or will be paid by you or your parents during the 2024-2025 academic year (or a maximum of 60 days prior to the start of the academic year). If you purchase a printer and other peripheral devices you must submit all receipts at the same time you submit this request, no additional adjustment will be made.

IMPORTANT NOTES:

- By increasing your COA, you may become eligible for additional loan money in the form of federal loans (Direct Subsidized, Direct unsubsidized, Parent PLUS and/or Graduate PLUS loans) or private student education loans. Direct PLUS, Graduate PLUS, and private student education loans require a separate application process.
- Once we have increased your COA and if you are eligible for additional Direct Subsidized or Direct Unsubsidized loans we will offer your maximum loan eligibility. Your revised award(s) may be viewed and accepted in Cardinal Station.
- If you have already borrowed up to your maximum Direct Subsidized and/or Direct Unsubsidized loan eligibility, you will not see additional loans posted in Cardinal Station. Your only option for additional loans will be a private loan or a PLUS loan. The private loan will not be posted to Cardinal Station until you have completed the loan application process with your lender and your loan has been certified by our office. The PLUS loan will not be posted to Cardinal Station until you or your parent have completed the Parent PLUS loan application process.
- Submitting this one-time computer expense form will NOT make you eligible for (more) grant funds. This application is NOT a loan application

I request my cost of attendance be increased in the amount of \$ _____ to cover the cost for the purchase of a computer and related peripheral devices for the 2024-2025 academic year. I have **ATTACHED** a vendor's price sheet/ receipt as verification of my expense. I understand that this COA increase for the computer expense is permitted only once, on a case-by- case basis, and is limited to lesser of the actual cost or \$3,000. Additionally, if I decide to purchase another computer during my enrollment at Catholic University, I understand that it will be at my own expense and cannot be included in a subsequent years' COA.
(Exceptions may be made on a case-by-case basis for a student returning to complete an additional graduate, law or second bachelor degree)

STUDENT SIGNATURE _____ DATE _____

NOTE: SIGNATURES MUST BE HAND-GENERATED. COMPUTER FONTS ARE NOT ACCEPTABLE

USE ONE OF THE FOLLOWING METHODS TO RETURN THIS FORM:

MAIL or IN-PERSON	FAX	CARDINAL STATION
Student Financial Assistance Fr. O'Connell Hall, Suite M300 620 Michigan Avenue NE Washington, D.C. 20064	202-319-5573	financial-aid.catholic.edu/upload (requires student login)