

## **One-Time Computer Expense Form 2017-2018**

Federal regulations give Student Financial Services the ability to adjust a student's Cost of Attendance (COA), on a case-by-case basis, to purchase a computer for educational use. This process is allowed only once during a student's enrollment at the University of Virginia. **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 be advised that items not specifically for educational purposes, such as speakers and headphones, may not be allowable.

By increasing your COA, you may become eligible for additional loan money in the form of Direct Subsidized (undergraduate students only), Direct Unsubsidized, Parent PLUS loans and/or Graduate PLUS loans or alternative student education loans. Direct Parent PLUS, Graduate PLUS loans and alternative student education loans require a separate application process.

In addition to submitting this **signed** form, you will need to **ATTACH** a copy of the vendor's dated estimated invoice or dated 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 2017-2018 academic year. Please do not submit flyers with items merely circled or a copy of an on-line shopping cart. These will not meet the minimum documentation requirements.

Once we have increased your COA, if you are eligible for additional loan funds we will award your maximum eligibility. Your revised awards may be viewed on your SIS Student Center.

If you are an undergraduate student and have already received your maximum Federal loan eligibility, no additional awards can be issued. Your only option for additional loans will be an alternative loan or a Parent PLUS loan. For more information about these loans, visit <http://sfs.virginia.edu/undergrad/loans2018>.

**PLEASE NOTE:** *This process will NOT make you eligible for (more) grant funds, nor is this form a loan application. These requests will be processed beginning June 15, 2017. We will issue a revised official award notification to you once this request has been processed.*

**Proceed to the next page to review rules regarding the one-time computer expense request and to complete and sign the form.**

**COMR**

Student's University ID: - or SIS ID:

Select Student Type: Graduate \_\_\_ Undergraduate \_\_\_ BIS \_\_\_ Athlete \_\_\_

Student's Full Name:

(LEGAL NAME - PRINT) \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_ last \_\_\_\_\_

**Rules and Restrictions for the 2017-2018 Academic Year Request**

1. The device must be purchased or price quote dated between June 1, 2017 and May 1, 2018.
2. The receipt or quote must show either the student's or the parent's name.
3. The receipt or quote must be itemized and have a total purchase price on it.
4. Warranties for 4 years or less can be included.
5. Additional virus protection is available for free through ITS at UVA and therefore cannot be included.
6. Academically-related software (e.g., Microsoft Office) can be included.
7. Speakers **OR** headphones can be included at a reasonable cost. For the 2017-2018 year, the limit is \$80.
8. Flat screen televisions cannot be included in place of a monitor.
9. Parts to make your own computer cannot be included.
10. Computer accessories can be included but are limited to: **one** carrying case or protective sleeve, **one** USB drive or other external storage drive, **one** mouse, and **one** keyboard.
11. Extras that cannot be included are specialized drives, HDMI cables, or any upgrade that is outside standard classroom requirements.

By signing below, I request my cost of attendance be increased in the amount of \$\_\_\_\_\_ to cover the cost for the purchase of a computer for the 2017-2018 academic year. I have **ATTACHED** a vendor's invoice/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 \$3,000. I also understand that if I submit an application to the Laptops for Students Program, this information will be reviewed by the Committee members, which may affect their decision to grant me a laptop. Additionally, if I decide to purchase another computer during my enrollment at UVA, it will be at my own expense.

STUDENT'S SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

**Only check the box below if you wish to CANCEL your request!**

If you wish to **CANCEL** your request for the one-time computer expense, complete this page of the form, check the box below, sign and date the form, and submit it to us through your SIS Student Center. Check this box *only* if you wish to cancel your request entirely.

Please cancel my request for the one-time computer expense. I understand that by checking this box my request will not be processed and that I will need to contact Student Financial Services if I wish to reinstate this request at a later time.