



COMR

## One-Time Computer Expense Loan Form 2023-2024

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 iPods, mp3 players, gaming equipment (including consoles) and non-educational software, etc. are not allowable.

By increasing your COA, you will become eligible for additional **loan** money in the form of Institutional Loan (undergraduate students only), Graduate PLUS loans (Graduate and Professional students only) or alternative student education loans (non FAFSA filers only). 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 2023-2024 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.

If you are an undergraduate student and have not received an institutional loan in the past you will need to go to <https://www.ecsi.net/promw28/> to complete your master promissory note. This is a requirement for disbursement. If you are a graduate student and have not had graduate PLUS loan before your application can be completed at <https://studentaid.gov>. Students who have not filed a FAFSA but want money for a computer can file this form. Then choose a private lender, complete their on-line process and we will certify it for you once they forward your request to us. No further action is needed on your part.

**PLEASE NOTE:** *This process will NOT make you eligible for (more) grant funds. However, by signing and completing this form you are giving us permission to award and accept the loan on your behalf. If you decide at a later date that you no longer would like to utilize your one-time computer expense please contact our office. These requests will be processed beginning no sooner than July 15, 2023. We will issue an email 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.**



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Student's University ID: - or SIS ID:

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

Student's Full Name:

(LEGAL NAME - PRINT) first middle last

**Rules and Restrictions for the 2023-2024 Academic Year Request**

1. The device must be purchased or price quote dated between June 1, 2023 and May 1, 2024.
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 2023-2024 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, or any upgrade that is outside standard classroom requirements.
12. While iPads and Tablets are allowed they are discouraged due to their lack of usability for educational purposes and ease of becoming outdated. Should you choose to use your one time computer expense on one please note an exception will not be granted for you to purchase a laptop or other computer later. **Please Initial** \_\_\_\_\_

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 2023-2024 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 understand by signing and completing this form I am giving Student Financial Services permission to award and accept the loan on my behalf. 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.