



2023-2024 Special Circumstance Appeal Form for Cost of Attendance

_____ ⁹ _____
Student's Name Student's MSU Net ID MSU ID (9 digit)

Purpose of this form

Financial aid is provided to you to pay for educational costs, called your Cost of Attendance. The total of your financial aid awards cannot exceed your Cost of Attendance when receiving federal financial aid. The Office of Financial Aid establishes your Cost of Attendance based on average anticipated costs. A school's cost of attendance for students includes the components of tuition/fees; food and housing; books; transportation; and personal expenses.

- **Special Circumstances Appeals for COA are limited to one per academic year (Fall/spring).**
- **Additional documents may be required when our appeal committee evaluates your appeal.**
- **To check the status or see requests for any documents, log in to your MSU myState and check Eligibility Requirements; you can also see this under your MSU email address.**
- **Appeal will be delayed if ALL documents required and requested are not signed and submitted.**

Complete this form if the student or family whose financial situation contributes to the student's education has additional allowable costs during the academic year (August 2023 – May 2024) that will increase the overall Cost of Attendance (COA). *Approved Special Circumstances do not guarantee any additional aid will be awarded.*

A student may request an adjustment to their COA for the following reasons:

- Purchase of other item (as required by department)
- Unusually high housing cost
- Unusually high transportation cost
- Other education related cost

Submitting this COA form does not guarantee your total financial aid eligibility will increase. This form will not increase your federal grants. However, it could increase your eligibility for a Parent or Grad PLUS loan, alternative loans, etc. If loans are increased, it is your responsibility to take the necessary steps to secure the additional loan funds.

When to submit this form

Requests must be processed by the last day of classes for the semester(s) you are attending for this academic year. In order to ensure that your request can be reviewed, submit this application and all requested documentation as soon as possible, preferably no later than one week prior to the end of the semester.

This form should only be used **after** the current Free Application for Federal Student Aid (FAFSA) has been submitted. Each request for review is evaluated on an individual basis.

Where to submit this form

Using the information provided in the top right corner of this form, you may submit this completed form by either securely uploading it to sfa.msstate.edu/dawg-documents, mailing it to the Office of Student Financial Aid (P.O. Box 6035, Mississippi State, MS 39762), or by emailing it to SFADocuments@msstate.edu.

Questions?

If you have any questions, please contact the Office of Student Financial Aid at (662) 325-2450 or email financialaid@msstate.edu.

Request

Please check the situation(s) for which you are requesting an appeal. Documents listed below are required when submitting an appeal. Failure to provide documentation will result in the cancellation/denial of application.

- Purchase of other item (as required by department)**
Attach a receipt of purchase and copy of syllabus or department requirements. Additionally, please provide the following information:

Departmental Purchase Required Information	
Department	
Program of Study	
Item Cost	\$

- Unusually high housing cost**
Attach a copy of the lease agreement that includes your name, address, monthly rent amount, and starting and ending dates of the agreement.

- Unusually high transportation cost**
Please explain the costs you have which are associated with unusually high transportation costs, including addresses to and from sites for which you are traveling for educational purposes. For example, if transportation to and from an off-site clinical or research facility is required, please indicate the starting and ending addresses for your commute. Additional documentation may be requested.

For repair costs related to educational use of transportation, attach a copy of receipt for vehicle repair costs that includes the cost and dates of service. Auto payments or the purchase of a car cannot be included in the transportation cost.

- Other education related cost**
Please explain the costs you have which are associated with your educational requirements. Provide any documentation that includes:
 - The relation of the cost to your education.
 - The start and end dates of the cost.
 - Your name in relation to the costs (showing that you contracted the costs or purchased the items)

Additional documents may be requested.

Certification

I certify that the information listed above is true and complete to the best of my knowledge.

Student's Signature

Date