



Cost of Attendance (COA) Appeal Form 2023-2024

Attaining a legal education is a significant investment of a student's time and financial resources. Students should be aware of all of their financial responsibilities and make wise financial decisions before, during and after they attend the Roger Williams University School of Law. Students need to realize that they are investing in their futures, but that the investment can be considerable. Therefore, it is highly recommended that students borrow conservatively at all times and be diligent in budgeting their money wisely.

Roger Williams University School of Law realizes that students come to the Law School from various backgrounds, experiences, and lifestyles; however, the student cost of attendance budget allows for a simple lifestyle – that of a law student. As the adage goes, "If you live like a lawyer while a student, you will live like a student when a lawyer."

Federal regulations govern the creation of the student cost of attendance budget and dictate that it covers only expenses incurred during periods of enrollment and may include only education-related expenses. Basic allowable items include tuition and fees, books and supplies, lodging and food, transportation, student loan fees, and personal/miscellaneous expenses. **Items the government will NOT allow in the student cost of attendance budget include moving expenses, prior loan debt, credit card debt, car payments, and expenses incurred out of the student's actual period of enrollment.** The regulations do allow for specific cost of attendance increases for special circumstances including students with disabilities to accommodate reasonable needs to attend classes; students paying dependent day care or adult day care expenses directly related to the student's attendance (not for job purposes); students who have medical/dental expenses not covered by insurance while enrolled; and a student's one-time computer purchase expense.

To request a cost of attendance budget increase, please fully complete the attached form and submit the form and all supporting documentation to the Financial Aid Office. If approved, the budget increase will allow you to apply for additional loan funds. ***Please note that appeals decisions can take up to two weeks.***

DEADLINES for filing a COA Appeal Form including all supporting documentation:

Fall Semester 2023

December 1, 2023

Our Office will begin to accept budget appeal forms after July 1st.

Appeal forms submitted after the deadline will be reviewed after the start of the Spring term to facilitate timely processing of the scheduled January financial aid and student refund check processing.

Spring Semester 2024

April 5, 2024

Appeal forms submitted after the deadline will NOT be considered.

The above deadlines also apply for all student requests to convert work study eligibility into loan eligibility. A request to convert work study eligibility must be submitted to our office in writing by the above deadlines. (email is an acceptable format for work-study requests).

Cost of Attendance (COA) Appeal Form 2023-2024

Print Name: _____ Student ID: _____

Living Expenses Breakdown (monthly)

- Room (rent): \$950
- Food: \$400
- Transportation: gas \$167, insurance \$133
- Electric/Gas/Oil/Water/Sewer: \$200
- Phone/Cable/Internet: \$125
- Household Goods/Clothing/Personal Expenses: \$115

Monthly expenses must exceed amounts above to be considered for an increase. If an increase is approved, it will only be approved for the difference between student's expense and set budget amount. Example: student's rent \$1,200 per month / RWU Law's set monthly rent \$950. Approved increase \$250 per month (\$1,200-\$950= \$250)

Monthly Expenses: Complete this section only for requests to increase regular cost of attendance budget

\$ _____ Rent/Mortgage (local) – attach a copy of your lease or mortgage payment stub
If it is necessary that you have more than a one-bedroom apartment and your rent/mortgage exceeds our standard allowance, please attach an explanation for the necessity. *Please note that the maximum allowed increase is \$1,500 per month for a single student and \$3,000 per month for married students or those with dependents. Only the student's portion of the rent is considered.*

\$ _____ Food – enter amount spent for student only; do not include amounts spent for others

\$ _____ Transportation – attach copy of auto insurance bill, gasoline costs, daily tolls paid \$ _____; if using public transportation include documentation to support amount such as bus fees/schedule *(Note: car payments are not an allowable travel expense)*

\$ _____ Electric/Gas/Oil/Water/Sewer – attach copy of monthly bill(s)

\$ _____ Telephone/Cable/Internet – attach copy of monthly bill *(telephone to include 1 only – either one cell phone OR one land line)*

\$ _____ Medical/Dental premium – provide copy of insurance premium invoice

\$ _____ Child/Adult Care Expenses – you MUST provide the following required documentation: A statement, contract, or letter from a child or dependent care provider that includes the name(s) of dependent(s) and cost

\$ _____ Other personal expenses – laundry, hygiene products, gym membership, household goods, clothing allowance, other miscellaneous expenses, *(Note: consumer debt such as credit card payments are not an allowable expense)* – please itemize below:

One Time Expenses: Complete this section only for requests to increase cost of attendance budget for specific expense.

- \$ _____ **Bar Application Fees** – Only exam fees are permissible. A student budget cannot be increased for bar prep courses or living expenses while studying for the bar. One exam is included in the COA.
- \$ _____ **Computer purchase** for educational use (maximum adjustment \$2,500) – attach a copy of itemized paid receipt (a credit card statement is not acceptable documentation). Note: A computer purchase adjustment will only be approved one time during your attendance at Roger Williams University School of Law. **This appeal can be submitted after the first day of classes.**
- \$ _____ **Out of Pocket Medical/Dental Expense** – uninsured or co-pay amounts – attach documentation of actual medical/dental expenses not covered by insurance and paid out of pocket expenses. Allowable expenses must be incurred during periods of enrollment. Health insurance coverage is assumed by the Roger Williams University School of Law, and only those costs not covered by insurance or another agency may be considered.
- \$ _____ **Necessary Auto Repair Expense** – attach receipt. The cost of regular maintenance such as oil changes, new tires, wipers, etc. is already included in the cost of attendance.
- \$ _____ **Excess Out-of-Area Externship Expenses** – All externships must be approved prior to completing this section of the appeal form. Please indicate below where you will be externing and let our office know if there are any costs or living expenses that will be covered by the company you are externing for.
- City, State you are externing in:**

Certification: I certify that I have read all pages of this document, and have provided the required documentation to the Financial Aid Office with this form. I affirm that all of the information on this Cost of Attendance (COA) Appeal Form is true and complete to the best of my knowledge. If asked by the Financial Aid Office, I agree to submit additional documentation. Furthermore, I understand that this information will be used to establish my eligibility for federal financial aid and that misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation or repayment of federal financial aid, whenever discovered; and that filing this form is no guaranty that an appeal will be approved.

Signature: _____ Date: _____

_____ Student ID: _____
(Print Name)

(Current Local Address)

Please return this form to: Email: gradfinaid@rwu.edu

Office of Student Financial Aid
Roger Williams University School of Law
Ten Metacom Avenue
Bristol, RI 02809

*****Only one budget appeal per semester per student will be considered.*****