



Office of Student Financial Aid  
4400 University Drive, MS 3B5, Fairfax, Virginia 22030  
Fax: 703-993-2350  
Document submission: <https://mssccheckin.gmu.edu>  
Contact us: <https://www2.gmu.edu/admissions-aid/financial-aid-contact-us>

## 2025-2026 Cost of Attendance Adjustment Request

Your financial aid eligibility is based on a standard budget, also known as a Cost of Attendance (COA). The Office of Student Financial Aid (OSFA) may be able to increase your budget—and your financial aid eligibility—if you have allowable, reasonable expenses during the academic year that are higher than your standard financial aid budget. Fall/spring semester budget adjustment requests will be considered for a 9-month period. Individual fall or spring budget adjustment requests will be considered for a 4-month period and summer adjustments will not exceed a 3-month period.

Please allow two weeks for processing. It is important to remember that approval of an adjustment does not guarantee receipt of additional aid. The OSFA may request additional information, including but not limited to cashed checks or other bank statements to verify your additional expenses. Standard COA figures can be found at: <https://www2.gmu.edu/admissions-aid/paying-for-college>.

**Instructions:** Submit this completed form along with all required documentation to the OSFA.

**Student Name** \_\_\_\_\_ **G#** \_\_\_\_\_

Semester for which you are requesting to adjust:      Fall 2025                      Spring 2026                      Summer 2026

**Reason for Adjustment Request :**

### Child Care Expenses

Attach a letter from the childcare provider detailing agreement including fee, hours, and frequency. Note that only daycare expenses during class time, study-time, field work, internships, and commuting time will be considered.

Note: This adjustment cannot exceed the cost of Mason's Child Development Center's rates listed at <https://cdc.gmu.edu/>

### Computer

Attach a receipt of your computer purchase. Note: we only allow a max increase up to \$2000. One increase is allowed per degree level (undergraduate and graduate).

### Research Related Travel

For travel expenses that exceed your standard transportation budget. Attach a letter indicating mileage, frequency of travel and reason for travel to substantiate your expenses that exceed your standard allowance. Include documentation or verification from your academic program verifying such travel is required. Mileage rates for gas may not exceed 54.5 cents per mile.

### Additional Books and Supplies

Attach copies of course syllabus and/or bookstore price list or receipts to substantiate your expenses that exceed the standard allowance.

### Room and Board

Attach a signed lease in the student's name for the current school year, and a copy of one month's grocery receipts. Adjusting for the number of people living in the same unit, the Aid Office may increase the housing budget up to but no more than 30% more than the standard Room and Board Budget for the nine-month academic year (fall/spring). If actual costs are less than 30%, the actual cost will be used.

### Health Insurance

Attach proof of purchasing the Mason Student Health Insurance Plan. This can be added each semester with proof of purchase. This does not apply to the cost of a parent or spouse's plan, or a plan individually purchased outside of Mason.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_