

COST OF ATTENDANCE APPEAL

ADDITIONAL EDUCATIONAL EXPENSES

Student name

Student ID

Email

Contact phone

Listed below are items that can be considered for Cost of Attendance (COA) adjustments.

Please indicate the COA adjustment you are requesting and provide the appropriate documentation.

Education-related expense	Do I qualify for reconsideration?	Documentation required	Amount (NZD)
Books/Supplies	I paid more than the allowed amount for my books and supplies.	+ Copies of paid receipts	\$
Computer	I need to purchase a computer for my studies.	+ Details of the computer you wish to purchase, including the cost (one computer adjustment is allowed for your undergraduate education)	\$
Transportation (does not allow for auto payments)	I have educational related transportation expenses.	+ Copies of the receipts to be considered for an adjustment + A Trip Log to prove journey and expenditure	\$
Medical/Dental	I have medical/dental expenses that are not covered by my insurance or health insurance premiums.	+ Receipts/bills of the expenses that are not reimbursed by insurance + Insurance provider statement in relation to funding eligibility	\$
Special Course Fees	I have fees above and beyond tuition for specific classes.	+ Costs of special fees	\$
Miscellaneous*	I have other education-related expenses that do not fit in any other category (examples: tutoring, emergency situations).	+ Documentation and, if needed, a letter describing the educational expenses you wish to be considered	\$

*Examples of items NOT considered include: cable television, cell phone, pet expenses, interview expenses, standardised tests (GRE, GMAT, CPA), clothing, purchase of a motor vehicle, etc.

I certify that I have provided the requested documentation along with this form so that I may be considered for an adjustment to my financial aid to increase my loan eligibility.

Student signature

Date (day/month/year)

Completed forms will be reviewed within 14 days, and the student will be notified of the outcome in writing.

Send to:

US Financial Aid
Wellington University International
Victoria University of Wellington
PO Box 600, Wellington 6140
New Zealand

Or submit to:

Financial Aid Coordinator
Level 2, Easterfield Building
Kelburn Campus
Kelburn Parade
Wellington