



# DALLAS COLLEGE

## 2025-2026 COST OF ATTENDANCE ADJUSTMENT FORM

Please upload this form in Workday using the upload option provided for this specific action item. If you need assistance, contact Financial Aid at (972) 669-6400 or [financialaid@dallascollege.edu](mailto:financialaid@dallascollege.edu).

Last name	First	M.I.	Student ID #
Address			Email
City	State	ZIP Code	Primary Contact #

The purpose of this form is to allow students an opportunity to submit additional information regarding a change in their Cost of Attendance (COA) that has not been previously considered. Dallas College assigns each student a COA, also known as a Budget, which determines an estimated cost of their educational expenses for a given award period. The COA is comprised of the following components: Tuition/Fees, Room/Board, Books/Supplies, Transportation, Personal/Miscellaneous Fees and Average Loan Fees.

Only on a case-by-case basis will Dallas College re-evaluate a student's COA depending on exceptional circumstances. The evaluation will be based on out-of-pocket expenses paid during the enrollment/COA period which is checked below. If you believe your COA warrants re-evaluation resulting from one or more of the circumstances listed below, please complete and submit this form along with a written statement detailing your situation and supporting documentation to substantiate your circumstance. Please check all categories shown below that are applicable.

Please check appropriate enrollment period(s): ☐ Fall 2025 ☐ Spring 2026 ☐ Summer 2026

Circumstance-Expenses:	Documentation Required:
<input type="checkbox"/> Dependent Child Care	<ul style="list-style-type: none"><li>Copy of invoice and/or letter from the provider on letterhead that confirms enrollment, effective dates and amount paid per child per week/month.</li><li>Cancelled checks confirming payment or bank statement showing payment.</li></ul>
<input type="checkbox"/> Books and Supplies(cost of books must be more than \$220.00)	Paid Invoice/Receipts confirming payment
<input type="checkbox"/> Personal/Miscellaneous <input type="checkbox"/> Purchase of a Computer for Educational Purpose <input type="checkbox"/> First Professional Credential (applicable to degree program requiring licensure or certification)	<ul style="list-style-type: none"><li>Reason for purchase or credential</li><li>Receipts showing payment</li></ul>
<input type="checkbox"/> One term full loan request	<ul style="list-style-type: none"><li>Statement that supports full loan request</li></ul>
<input type="checkbox"/> Other: Please Specify	

Remember: All valid requests for reconsideration must include the following: 1) This signed Cost of Attendance Adjustment form 2) A signed detailed statement explaining your situation/circumstance and 3) All required documents which verifies your situation/circumstance. Please allow 7-10 business days for processing. The Financial Aid staff reserves the right to request additional documentation. Submitting a request does **not** guarantee and approval.

I have read and understand the content of this request:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date