

Professional Judgement/COA Increase Request Coversheet

Printed Name: _____ Student ID #: _____

Please attach this form to request a Cost of Attendance (COA) increase. Refer to the *Professional Judgment/COA Increase Request Procedure (attached)* for more detailed information about allowable expenses and required documentation. Budgets can only be increased by expenses incurred by and for the student. Only expenses incurred during this current enrollment period will be considered. **All requests must be submitted two weeks prior to the end of the semester. Late or incomplete requests will not be reviewed by the committee.** Please select all that apply and provide the requested documentation:

- Computer Purchase: provide a personal statement, along with a receipt/invoice, for the request. Computer purchases cannot be considered outside of semester dates and will only be considered once while you are enrolled at RVU.
- Medical Accommodations: Please provide a personal statement, along with any supporting documentation for this request.
- Dependent Care Costs: provide a letter from your child care provider or a copy of your contract verifying the cost of care, a personal statement explaining your need for dependent care and the ages of your dependents.
- Study Abroad/Global Rotation: please provide a statement explaining your plan to study abroad. You must include documentation that your trip has been approved by the University and that you will receive academic credit for your study abroad. The maximum amount allowed for each RVU sponsored rotation will be set by Dr. Bentley. If the rotation is not sponsored by RVU, you will need to submit documentation of all costs.
- Clinical Rotation Expenses (OMS III Only): complete the *Additional Clinical Rotation Expense Request* form and include all required documentation. This form must be signed by a Clinical Rotations Coordinator before you submit it to the Office of Student Financial Services.
- Residency Travel Expenses (OMS IV Only): complete the *Residency Travel Expense Request* form. For the initial request you can ask up to \$4,000 based on estimated costs (receipts not required). After the initial request & once you have completed all your travel, you may submit a second PJ for anything above and beyond the initial \$4,000. However, you must document all costs (the initial \$4,000 with the additional you're requesting) and submit verification of each residency interview. The maximum amount you may request is \$8,000.
- Other: _____ please provide supporting documentation and a personal statement, along with receipts, for the request.

If your request is approved, any increase to your budget will result in additional Direct loan assistance up to your annual loan limit or you may apply for a Grad/PLUS or private loan. Federal regulations require all loans offered must be equally divided between two disbursements. **There is a limit of 3 Professional Judgments that may be submitted to the committee per year. There is a \$100 minimum requirement for processing.**

Signature: _____ Amount Requested: _____ Date: _____

Professional Judgment/COA Increase Request Procedure

Students may request an increase to their Cost of Attendance (COA) due non-discretionary expenses necessary for them to complete their degree. Only expenses incurred during the current enrollment period will be considered. In addition, budgets can only be increased for expenses incurred by and for the student. All requests for increases will be reviewed to ensure compliance with applicable financial aid regulations.

Students requesting consideration for an increase to their COA must complete a Professional Judgment/COA Increase Request form and submit it along with the required documentation to the Office of Student Financial Services. A committee will review the requests and their decision is final. Students submitting a request for professional judgments should allow 2 – 3 weeks for a response.

All requests must be submitted two weeks prior to the end of the semester. Late or incomplete requests will not be reviewed by the committee.

There is a limit of 3 Professional Judgments that may be submitted to the committee per year. However, if additional PJ's are requested they will be reviewed and assessed on a case by case basis.

Students may submit requests for the following documented circumstances.

Computer Purchase: Students may request financial aid funds to purchase a laptop computer one time during their enrollment at RVU. Students must submit a personal statement explaining their need for a computer and include an invoice or receipt. The maximum amount allowed for a computer purchase will be \$1,000.

iPad/tablets/desktops will not be considered due to computer software requirements & mobility (desktops). Exceptions to this policy may be made on an individual basis.

Computer purchases cannot be considered outside of semester dates and will only be considered once while you are enrolled at RVU.

Dependent Care Costs: The cost of providing dependent care may be added to a students' budget if care is required in order for the student to attend school.

Students applying for a dependent care increase must submit a written request explaining why they need dependent care and the ages of their children or other dependents. They must also provide written documentation of their actual dependent care expenses.

The maximum dependent care allowance is \$1,200 per month/per child or the actual charges, whichever is less. Please contact the Office of Student Financial Services for more information. Exceptions to this policy may be made on an individual basis if the student has more than one dependent.

Exam Fees: The standard Cost of Attendance (COA) includes the one-time cost of obtaining a first professional license. This includes the cost of taking COMLEX Level 1, COMLEX Level 2 CE, and Attestation travel. Students may submit a request to include USMLE registration fees, if they can explain why the test is necessary to their career goals.

If a student is required to retake any of these exams, they may submit a request to include retake exam fees, if they can provide written documentation that they are required by the University to complete their program.

Student Abroad/Global Rotations: Students who participate in an approved study abroad rotation may request additional funds for travel or program costs. The rotation must be approved by Clinical Education and/or Dr. Bentley, and

the student must receive academic credit. The maximum amount allowed for each RVU sponsored rotation will be set by Dr. Bentley.

Clinical Rotation Expenses: A student may request an increase for expenses for department approved clinical rotations outside of the Denver metropolitan area for Colorado students and outside of the Ivins/St. George area for Utah students. To request additional funds, a student must submit an Additional Clinical Rotation Expense Request with required documentation. This form must also be signed by a Clinical Rotations Coordinator before it is submitted to the Office of Student Financial Services.

Students may request funds for additional transportation or housing expenses. Documentation of costs (such as airfare receipts or housing contracts) must be included. Please note that the OMS III and IV COA budgets already include additional funds for transportation to and from clinical rotation sites. Unless there are highly unusual circumstances only the cost of periodic travel from an out-of-state rotation site to RVU for required on-campus activities will be considered. The cost of additional housing during rotations may be included only if it exceeds the standard amount (\$2,000/month) already built-in in the COA.

Residency Interview Expenses: Students who must travel for residency interviews during their 4th year may request a one-time budget increase to help defray the costs of travel. For the initial request you can ask up to \$4,000 based on estimated costs (receipts not required). After the initial request & once you have completed all your travel, you may submit a second PJ for anything above and beyond the initial \$4,000. However, you must document all costs (the initial \$4,000 with the additional you're requesting) and submit verification of each residency interview. The maximum amount you may request is \$8,000.

All students requesting an increase for residency interview costs must complete and sign the Residency Travel Expense Request form. Students requesting more than \$4,000 (after submitting the initial request) must also include the following documentation:

1. A cover letter listing the date and location of each residency interview explaining why the additional request is needed.
2. Verification of the scheduled interview(s) from the Residency Program.
3. Documentation of all costs for transportation and accommodations (receipts for the initial \$4,000 and any additional amount over the initial \$4,000).
4. You must also complete the Residency Travel Expense Spreadsheet available on MyVista detailing the initial \$4,000 and the additional you are now requesting.

The following conditions do not qualify for an increase in financial aid:

- Car payments and what is considered normal wear and tear on a vehicle.
- Consumer indebtedness (auto loans, credit card payments, prior student loan debts)
- Food purchases (beyond the standard COA allowance)
- Living expenses for dependents
- Course related travel within the Boulder, Denver, Colorado Springs corridor
- Expenses that are covered (or could be covered) by insurance
- Pet expenses

Non-Discrimination Statement: Rocky Vista University (RVU) is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities. In accordance with Federal, state, and local laws and regulations, RVU does not discriminate against any person on the basis of race, religion, color, creed, sex, gender, gender identity or expression, marital status, sexual orientation, age, national origin, ancestry, political affiliation, mental or physical disability, genetic information, veteran status (including Vietnam-era veterans), or any other legally protected characteristic. Specifically, under Title IX of the Education Amendments of 1972, RVU prohibits discrimination on the basis of sex in its programs and activities. RVU will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.