

Federal student aid regulations allow the financial aid administrator to exercise professional judgment to adjust a cost component of the student’s cost of attendance. The Cost of Attendance (COA) are estimated annual costs incurred during an academic year; these include direct and indirect costs such as: tuition and fees, books and supplies, housing and food, transportation, and miscellaneous costs. A COA adjustment is determined when a student incurs additional cost that exceed the established COA for the academic year. This adjustment can be made once annually per approval based on student need. **As Chattahoochee Technical College does not participate in the Federal Student Loan program, requests for an increase in COA will only be considered if the student has already been approved for a Private Student Loan that is above the original COA.**

Once you have completed all steps below, please upload the signed form along with your supporting documentation to the [Financial Aid Secure Document Portal](#). Forms received without all required documentation will not be evaluated. Submission of this form does not guarantee a change in your financial aid eligibility. Each case will be evaluated on an individual basis.

1. Student Information

Student’s Last Name	Student’s First Name	Student’s M.I.	Student ID #
Student’s Street Address (include apt. no.)			Student’s Date of Birth
City	State	Zip code	Student’s Phone Number (include area code)
Student’s Email Address			Student’s Mobile Number (include area code)

2. Reason for Filing a Professional Judgment Request

Check the circumstance that applies to your situation. **All** required documentation supporting your request must be attached.

A. Purchase of computer for education purposes

The U.S. Department of Education permits institutions to include in a student’s Cost of Attendance (COA) the purchase of a computer for educational use. The Office of Student Financial Aid will include this expense for students upon request and meeting the following requirements:

Requirements:

1. The maximum allowance for the purchase of a computer is \$3,000, which may include the cost of a printer and maintenance contract.
2. A student may receive this allowance once per academic year.
3. Additional purchases of software, printer supplies, online service fees etc. will be assumed under the allowances already included in the COA for book and supplies.

Required Documentation:

1. A dated receipt showing proof of purchase in current academic year.

B. Additional fees for program of study above standard fees

Required Documentation:

1. Statement from BannerWeb showing fees being charged for the semester/academic year

C. Unusual living expenses over the standard cost of attendance

Required Documentation:

1. Copy of rental/lease agreement
2. Copies of utility bills (power, gas, water, internet)
3. Statement of explanation for request detailing why required

D. Unusual travel expenses over the standard cost of attendance

Required Documentation:

1. Documentation of mileage traveled to and from school; AND
2. Receipts for education related travel expenses
3. Statement of explanation for request

E. Payment of a large amount of medical and/or dental expenses.

Required Documentation:

1. Receipts for medical or dental expenses that indicate the total patient liability (amount not covered by insurance); AND
 - a. If the receipts do not indicate the total patient liability, you must submit a letter from the medical provider or insurer stating the expense, or portion of the expense, was payable by the patient.

F. Other

Required Documentation:

1. Documentation supporting your special circumstances including receipts and/or statements.

3. Read, Sign, and Submit

Additional documentation may be requested after the initial review of your request for professional judgment. By signing below, you certify that all of the information reported above is complete and correct.

Student's Signature (required)

Date

Electronic Signatures will NOT be accepted. You must print this form before signing and submitting.

**Before submitting please ensure all required documentation
is submitted along with this request.**

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