

Student Name: _____ ID#: _____
Address: _____ Telephone: () _____ - _____
City, State ZIP: _____

- I. This form is used to document expenses related to purchasing a personal computer. Requests may take up to 30 days to review. The University Office of Scholarships and Financial Aid Appeals Committee will only review complete requests to determine whether or not an allowance will be made. This petition must include supporting documentation.
- II. Policy will not allow aid to be reinstated for prior terms.
- III. A decision will be made within thirty days of submitting a **complete** request.

Your request must be received by the following deadline in order to be considered for financial aid for the given semester:

Fall Semester	Spring Semester	Summer Semester
November 1 st	March 15 th	June 15 th

In most cases, an increase in loan eligibility will be calculated over an academic year. Disbursements will be divided over each semester attended.

Conditions for allowance:

- The computer must be for the use of study during the enrollment period.
- The computer must be purchased between August 1, 2017, and June 15, 2018.
- Students must be currently enrolled to request loan funds for the computer purchase.
- This allowance may only be included once per academic career, or every ten years.
- Students must submit a copy of the sales or online receipt(s) for the purchase of the computer.
- Allows for computer and monitor or laptop, no auxiliary devices.
- Maximum allowance is \$2,200.00.

Amount requested: _____

Provide Your Signature.

I certify that the information reported on this form is accurate to the best of my knowledge. If my circumstances change, I will inform the University Office of Scholarships and Financial Aid. I also agree to provide further documentation, if requested by the University Office of Scholarships and Financial Aid.

Signature: _____ **Date:** _____