

Overview

The Cost of Attendance (COA) represents an estimate of the costs to attend University at Buffalo for an academic year. The budget components in the COA are averages of tuition, fees, supplies, living expenses, transportation costs, and modest personal expenses. While the COA represents the average costs, we at UB understand that students may incur additional and reasonable expenses that fall outside of the standard COA.

Students may request a budget increase to account for these additional expenses which allows the university to increase your financial *unmet need*. Budget Increases are considered for **education related expenses** only and authorized under the Higher Education Act of 1965. The request for a budget increase does not guarantee that an adjustment will be made and special circumstance reviews do not increase a student's Direct Loan annual, or lifetime aggregates or Lifetime Pell Usage. Students eligible for an additional PLUS loan may be required to go through a credit check.

Instructions

1. Review your Cost Attendance by career at: <https://financialaid.buffalo.edu/costs/> .
2. Review the budget increase allowance and required documentation list outlined below
3. Download, complete and submit one of the following:
 - Dependent Student Budget Increase
 - Health Professional Budget Increase form
 - Independent Student Budget Increase form
 - Child Care Budget Increase Firm
4. Submit all document to UBFA via the Document Upload Center.

Note: Budget requests greater than 10% of budget must be accompanied by will need a statement explaining the excess and additional review. Dependent students submitting a budget increase greater than 10% of your current COA, must submit the Expenses sheet.

	Type of Allowance	Required Documentation
Course Materials	<i>Books and Supplies</i>	<ul style="list-style-type: none"> • Syllabi from instructor listing required items. • Itemization of each expense and receipts
	Computer Purchase For laptop/computer purchase. Tablets and iPads are not allowable. Increase will not be considered for optional software, cases, warranties, or other nonessential accessories. (already included in Med/Dent career COA)	<ul style="list-style-type: none"> • Receipt showing item purchased – receipt must include date and amount paid. • If funds are needed to purchase the computer, a budget increase may be completed in advance and you must provide a receipt once you have purchased the computer. • An adjustment to the budget increase may be necessary depending on actual expense.
	<i>Study Abroad Expenses</i>	<ul style="list-style-type: none"> • Program Acceptance letter • Itemized budget sheet provided by Study Abroad Office
	Direct costs of obtaining a first professional license (Graduate/Professional Students) Already included in the graduate medical and dental student COA) Included but not limited to: <ul style="list-style-type: none"> • Bar Exam • Conference Attendance 	<ul style="list-style-type: none"> • Personal statement and documentation that the cost is required. • Copy of paid receipts of expenses incurred while enrolled.

	Type of Allowance	Required Documentation
Dependent Care	<i>Child Care/Day Care</i> Childcare costs incurred for children under the age of 12 related to school attendance.	Completed Child Care Budget Increase Form
Living Expenses	<i>Living Expenses-Food and Personal</i> Reasonable increase for groceries and personal expenses not included in the standard COA.	Completed Itemized Expenses worksheet
	<i>Housing</i> Rent, Mortgage, basic utilities (excluding cable and HOA Fees)	Copy of current signed lease or mortgage statement.
Healthcare related expenses	<i>Accessibility Expenses</i> Equipment, assistance, testing, or supplies.	<ul style="list-style-type: none"> Written documentation of disability provided by a disability professional. Receipts for expenses
	<i>Medical Insurance</i> Coverage for the student and dependent-minor. Charges incurred for spouse are not considered.	Invoice that outlines: <ul style="list-style-type: none"> Total premium and payment schedule. Documentation listing those covered under the plan.
	<i>Out of Pocket Medical/Dental Expenses</i> Expenses for medically necessary procedures for the student not covered by insurance.	<ul style="list-style-type: none"> Proof of denial of medical insurance waiver Documentation of medical insurance premiums. Receipts for care provided. Documentation from insurance company what portion of the bill will not be covered
Transportation	<p><i>Public transpiration:</i> it is assumed that students will rely on public transportation or ride share apps. This expense can be included in your transportation costs. However, the purchase of an automobile, car payments, insurance payments cannot be considered.</p> <p><i>Emergency Auto Repairs:</i> unexpected auto repairs to vehicles that are exclusively used by the student. Routine or standard maintenance may not be considered.</p>	<ul style="list-style-type: none"> Documentation showing number of days required to travel. Documentation of purpose of travel Paid receipts showing repairs. Students name must be on receipt. For accident-related repairs, documentation showing expense is not covered by insurance. Proof of ownership
Other	Educational Expenses not outlined above.	Statement explaining the need for required expenses directly related to your education. Submit proof of expenses that include the date of service within the current academic year.

Form submission: Submit forms utilizing one of the options below. Note: email is not a secure form of communication, do not submit documents via email.

- Electronically via the Secure Document Upload Center - financialaid.buffalo.edu/forms/documentation-upload-center/. Submit your .pdf, .jpg, .jpeg, or .docx files with your UB Person Number included in the file name.
- Fax to 716-645-6566
- By mail to Financial Aid at 1Capen, Capen Hall, Buffalo, NY 14260