

## Computer Purchase Request Form

The US Department of Education permits institutions to include the cost of a computer for educational use in a student's Cost of Attendance (COA). The Office of Scholarships and Financial Aid will include this expense for students upon request and according to the following policy:

- The maximum allowance for purchase of a computer is \$3000, which may include the cost of a printer and maintenance contract.
- A student may receive the allowance only once as an undergraduate and once as a graduate student.
- Additional purchases of software, printer supplies, online service fees, etc. will be assumed to be covered under the allowances already included in the COA for books and supplies.
- For entering freshman, transfer students and first year graduate students, the computer must be **purchased after June 1** of the award year the student begins enrollment.
- After the semester has begun, requests with the appropriate documentation may be submitted at any time but no later than 30 days before the end of the semester.
- Requests will only be honored for the current academic year; no assistance will be given for computers purchased during a prior term.
- Increasing the COA to cover the cost of a computer does not guarantee that additional financial aid will be available. Generally, loan funding is the only source of aid available. If you have exhausted your Federal Direct loan eligibility, you may be eligible for a PLUS, GradPLUS or private loan.

### Instructions:

In order to have the cost of the purchase of a computer added to COA, the student must submit the following items to the Office of Scholarships & Financial Aid:

- ✓ This completed form, and  
**\*\*AND\*\***
- ✓ Either a dated receipt/proof of purchase  
**\*\*OR\*\***
- ✓ A dated, itemized estimate of the computer cost from a reputable vendor (i.e., NCSU Bookstore, Best Buy, Dell.com, etc.)

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**I request that my Cost of Attendance be increased to cover the purchase of a computer. I have carefully read and understand the policy guidelines listed above.**

**I certify that the information submitted to support this request is true and complete to the best of my knowledge. I understand that I must adhere to the above conditions and I will use the funds approved for the intended purpose. I understand that I may be asked to provide actual proof of purchase of the computer for which I have requested funding.**

**Loan Amount Requested \$ \_\_\_\_\_ Term/Year \_\_\_\_\_**

*Remember! You must attach documentation regarding the cost of the computer you have purchased/plan to purchase.*

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Student ID Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Cell phone number**

\_\_\_\_\_  
**Email address**