

Computer Purchase & PDA Request Form

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 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.
- The maximum allowance for a PDA is \$300.00.
- 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.
- In order to have the cost of the purchase of a computer added to COA, the student must submit this completed form and either a dated receipt/proof of purchase attached, OR a completed form along with a dated, itemized estimate of the cost of the proposed purchase from a reputable vendor (i.e., NCSU Bookstore, Best Buy, etc.) to the Office of Scholarships and Financial Aid. Both items may be mailed to Office of Scholarships and Financial Aid, 2016 Harris Hall, Box 7302, Raleigh, NC 27695, faxed to 919-515-8422 or brought to the office.
- For entering freshman, transfer students and first year graduate students, in order for the COA to be increased, 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.**

I request that my Cost of Attendance be increased to cover the purchase of a computer or PDA. I understand that increasing my COA to include the attached costs for purchasing a computer does not guarantee that the NCSU Office of Scholarships and Financial Aid will have funds available to increase the amount of financial aid offered to me for this academic year. I understand that generally the funds awarded to assist with the computer purchase will be any remaining loan eligibility that I (or my parents) may have for the academic year.

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_____

Student Signature

Date

Student ID Number

Print Name

Cell phone number

email address