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.
- 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 and Financial Aid:
  - This completed form, 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.)
- 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.

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

**Student Certification:**

I request that my Cost of Attendance (COA) be increased to cover the purchase of a computer. I understand that increasing my COA to include the attached costs for purchasing a computer does not guarantee that the 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.

<table>
<thead>
<tr>
<th>Loan Amount Requested:</th>
<th>Term/Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student’s Signature**  
**Date**