



Return to: Office of Scholarships and Financial Aid
 Box 7302, 2016 Harris Hall
 Raleigh, NC 27695-7302
 Phone: (919) 515-2421
 Fax: (919) 515-8422
 Email: financialaid@ncsu.edu

COMPUTER PURCHASE REQUEST FORM

Student Name		Student ID#	
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Eligibility Information and Instructions:
<p>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:</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ 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. <p>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.</p> <p>You must attach documentation regarding the cost of the computer you have purchased/plan to purchase.</p>

Student Certification:
<p>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.</p> <p>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.</p> <p>Loan Amount Requested: _____ Term/Year: _____</p> <p>_____ Student's Signature Date</p>