UMKC Financial Aid & Scholarships Office

PERSONAL COMPUTER (PC) POLICY

Adding a personal computer (PC) to a student's Cost of Attendance (COA)

According to federal regulations, a student may request that the expense of a PC be added to their Cost of Attendance. This addition can occur once per degree program.

The cost of the PC (including printer and software) cannot exceed $1,500 unless the student's academic unit sends documentation supporting the student's need for equipment that warrants additional costs.

1) The student must provide a paid store receipt documenting the actual cost of the PC.

2) If a student needs the funds prior to purchasing the PC, the student must provide a spec sheet for the cost of the PC. UMKC will use the spec sheet to estimate the COA adjustment and retain the spec sheet as the <u>initial</u> documentation.

   a) Within 30 days of making the adjustment, the student must provide a paid store receipt documenting the actual cost of the PC. This document becomes <u>official</u> documentation.

   b) If the spec sheet over-estimated the cost of the PC, UMKC must make adjustments to the student's COA to reflect the actual cost.

   c) If the student does not provide a paid receipt within 30 days, UMKC must remove the PC budget adjustment from the COA. If removing the PC adjustment creates a financial aid over-award, the student will be billed for the overage.