Adding a personal computer/tablet device to a student’s Cost of Attendance (COA)

According to federal regulations, a student may request that the expense of a computer/tablet device be added to their Cost of Attendance. This addition can occur once per academic year.

The cost of the computer/tablet device (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 computer/tablet device.

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

   a) Within 30 days of making the adjustment, the student must provide a paid store receipt documenting the actual cost of the computer/tablet device. This document becomes official documentation.

   b) If the spec sheet over-estimated the cost of the computer/tablet device, UMKC must adjust 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 computer/tablet device budget adjustment from the COA. If removing the computer/tablet device adjustment creates a financial aid over-award, the student will be billed for the overage.