



**evergreen**  
OLYMPIA, WASHINGTON

## 2022-2023 Additional Academic Expense Request

PGCST

Name: \_\_\_\_\_  
Last, First, MI

Evergreen ID: \_\_\_\_\_

Address: \_\_\_\_\_  
Street, City, State, ZIP

Phone: \_\_\_\_\_

Tuition, fees, books and living expenses are already included in your Cost of Attendance. Use this expense request to add other expenses related to your academic program to your Cost of Attendance.

**Please provide the following with this request, or it will be considered incomplete:**

- ☐ A letter explaining what the extra expense is for. This includes itemized dollar amounts and time frames.
- ☐ Documentation for the expense. *\*more information on back of form.*
- ☐ A copy of your class description or completed contract.
- ☐ Review, print and attach your total loan indebtedness at [www.studentloans.gov](http://www.studentloans.gov)

In most cases, the result of this request will result in additional loan(s) depending on eligibility. Please note that when funding your additional expenses with a Federal Direct Unsubsidized Loan, interest begins to accrue as soon as the loan disburses.

**Please check the appropriate box:**

- ☐ Please add or increase my Federal Direct Subsidized Loan to my maximum eligibility.
- ☐ Please add or increase my Federal Direct Unsubsidized Loan to my maximum eligibility.
- ☐ If eligible, I only want to accept \$ \_\_\_\_\_ in loans.
- ☐ I have another source of money to cover this expense: \_\_\_\_\_. (eg. Scholarship, AmeriCorps, Private Loan, etc.)
- ☐ My parent is going to request a Parent Plus Loan.

**Note:** Loans may be cancelled on request during the academic year. Cancellation of loans may result in you owing the college for funds already disbursed. If you have not accepted any Federal Direct Loan for the current academic year, follow the directions at <http://www.evergreen.edu/financialaid/loans-direct>

**Office of Financial Aid**

2700 Evergreen Pkwy NW ▪ Olympia, WA 98505 ▪ phone 360-867-6205 ▪ fax 360-867-6576 ▪ web [www.evergreen.edu/financialaid](http://www.evergreen.edu/financialaid) ▪ email [finaid@evergreen.edu](mailto:finaid@evergreen.edu)



## 2022-2023 Additional Academic Expense Request

This expense request can be used for one or more academically related expenses, such as: enrolling for additional credits, the one-time purchase of a computer, extra class fee(s), unusually high books and/or supplies or study abroad. Please check the appropriate box(es).

- ☐ I have enrolled in \_\_\_\_\_ credits at Evergreen for the \_\_\_\_\_ term and need funds to cover my additional charges for enrollment.
- ☐ I need funds to cover costs for the one-time purchase of a computer. I have attached a description and the cost of the computer I need, or if I have already purchased the computer, I have included a receipt for that purchase. *This is a one-time approval up to \$1,500 and a second request will be denied.*
- ☐ I have extra class fees, or must purchase books, supplies or tools for academic goals that will exceed the basic cost of attendance.
- ☐ I will travel as a component of my class study or individual learning contract.
- ☐ While traveling as a component of my class study or individual learning contract, I will be required to maintain (pay for) local housing.

\*Documentation for your expense request needs to coincide with your itemized list you provided in your letter. Documentation could include: copies of receipts, canceled checks, estimates from the internet, invoices, and/or a list of costs from your faculty. Documentation for travel could include: a catalog, brochure, letter from another school that is a part of your study; and/or communications from travel agents or web sites. Please include dates of travel. If your expenses are not in US dollars, please convert the amounts.

Comments:

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**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_