

Please review the following guidelines **BEFORE** completing the back of this form.

Computer costs include:

- A computer and monitor, laptop or tablet/netbook (cannot be a combination of these)
- Printer
- Surge protector
- Connecting cables
- Basic word processing software
- Antivirus software
- Standard three to five year warranty

The following are examples of items that **CANNOT** be included:

- Peripheral devices (iPod, digital camera, MP3 player, PDA, e-book readers)
- Supplies (paper, ink cartridge, DVD, CD, flash drives)
- Accessories (extra battery, cables for non-covered devices, computer case)
- Fax machine

Costs must be supported by a purchase receipt (no estimates). The amount added to the cost of attendance cannot exceed \$1500.

The Student Financial Services Department allows a cost of attendance increase for one computer purchase as a student at Penn Highlands Community College. The Cost of Attendance increase only allows the student to borrow additional funding to reimburse themselves for the cost of the computer. Refunds will be issued after disbursement of financial aid.

The computer must have been purchased after July 1 of the year the student begins enrollment at Penn Highlands Community College.

Requests to include computer costs must be made before the last day of classes for the semester and the student must be enrolled for that semester.

Request for Cost of Attendance Increase for Computer Purchase

Student's Name _____ Student ID# _____

Date of Computer purchase: _____

Where did you purchase the computer? _____

*****YOU MUST ATTACH THE PURCHASE RECEIPT TO THIS FORM*****

List the items on the receipt that you want to be considered in the cost of attendance increase (Please refer to the guidelines on the other side):

- I have read and understand what computer costs can be included in my cost of attendance.
- I have attached a copy of my computer purchase receipt to this form.
- I understand only one computer purchase is allowed as a student at Penn Highlands Community College.
- I understand that should I choose to go over the authorized annual maximum, only the authorized annual maximum amount will be added to my cost of attendance.

My signature below verifies that the above information is correct.

Signature of Student

Date

Return this completed form and the required documentation to:

Student Financial Services
Financial Aid
101 Community College Way
Johnstown, PA 15904

Approximately five (5) business days after your information is reviewed, our office will contact you via your Penn Highlands college email in reference to your eligibility for the cost of attendance increase.