

UMKC Financial Aid & Scholarships Office

PERSONAL COMPUTER/TABLET POLICY

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.