



Northwestern State University
212 Student Services Center
Natchitoches, Louisiana 71497

Office of Student Financial Aid
Telephone (318) 357-5961
Fax (318) 357-5488

2023-2024 Request for Special Circumstances

Student's Name: _____
Address: _____

Last 5 Digits of SSN# _____
NSU Student ID # _____
Phone # _____

Adjustments to cost of attendance

Federal regulations require that each institution set a cost of attendance budget for every student receiving financial aid. This COA budget includes tuition and fees, room and board, allowances for books, supplies, transportation, loan fees, and miscellaneous expenses. Allowances can be made, with appropriate documentation, for purchase or rental of personal computer, dependent-care expenses and eligible study-abroad programs, and other educational expenses.

_____ If you are requesting an increase due to purchase or rental of a personal computer you must provide a copy of a quote or invoice from the purchase or rental. The computer must be purchased or rented within the academic year that you are requesting the increase.

_____ If you are requesting an increase due to dependent care costs you must submit a letter from your day care provider stating the child's name and amount paid per week for this academic year.

_____ If you are requesting an increase due to costs for a study-abroad program you must provide a letter from the instructor in charge of the program verifying your enrollment in the program and the total cost.

_____ If you are requesting an increase due to any other educational costs you must provide documentation from the instructor stating the need and total cost. In the case of purchasing an educational item you must provide a copy of the invoice or receipt.

_____ Private school tuition. You have paid for private school tuition in the 2022 calendar year for dependents in your family. Provide a letter from the school stating the amount you have paid for tuition in 2022 and the names of the student(s) for whom it was paid.

Dependent Students Using Parents in Number in College

If you have a parent(s) who is attending college in the 2023-2024 school year (they must be enrolled in a program that leads to a college degree or certificate and at least six semester hours during one semester), you must provide official documentation to verify enrollment for each parent attending.

Household information

(List all family members in your parent's household and indicate whether they are currently enrolled in at least six semester hours and the name of the school they are attending)

Name	Relationship to student	Name of college
_____	_____	_____
_____	_____	_____
_____	_____	_____

Certification: I certify that the information provided above is true and complete to the best of my knowledge. I agree to provide proof of the information that I have given on this form if asked by the Office of Financial Aid. I also realize that if I do not provide proof when asked, the student will not receive special circumstances consideration. **I ALSO UNDERSTAND THAT ANY ADJUSTMENT MADE MAY OR MAY NOT RESULT IN ADDITIONAL FINANCIAL AID DEPENDING ON THE EFFECT OF THE CHANGE.**

Student's Signature: _____ Date: _____

Spouse's/Parent's Signature: _____ Date: _____

Northwestern State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding non-discrimination policies (i.e., Title IX):

- Employees/Potential Employees – Veronica M. Biscoe, EEO Officer (318-357-6359)
- Students – Reatha Cox, Dean of Students (318-357-5286)

For Americans with Disabilities Act (ADA) concerns, contact the Disability Support and Tutoring Director, Taylor Camidge, at 318-357-5460.

Full disclosure statement: <http://universityplanning.nsula.edu/notice-of-non-discrimination/>

*Inquiries regarding employment applications should call Business Affairs (318-357-5446).

Revised 2/2023