

**UNIVERSITY OF RICHMOND**  
**Financial Aid**

**2023-2024 Request for Cost of Attendance Increase for Computer Purchase**

As you are aware, the University of Richmond School of Law has a mandatory laptop requirement. Information regarding this requirement is available at <http://law.richmond.edu/library/technology/laptop-program.html>. Because entering law students may already own a laptop that meets this requirement, this educational expense is not included in the standard Cost of Attendance (COA) for financial aid purposes. However, entering law students who need to purchase a laptop and printer to meet the Law School's requirements may request an increase to their COA that may result in additional financial aid eligibility. Federal and/or private loans may be used to fund this expense; grant funds are not available for this purpose.

**Requesting Cost of Attendance (COA) Increase:**

- The cost of a laptop and printer may be included in COA increase.
- COA will only be increased one time for the laptop and printer purchase.
- The purchase date must be between April 15, 2023 and September 1, 2023.
- COA increase will equal the lesser of the actual cost or
  - For a PC laptop, \$1540.
  - For an Apple laptop, \$1800.
  - For a printer, \$100.
- Documentation, such as a bill of sale or purchase receipt, must be attached to this form.
- This Form, to request a COA increase for the purchase, must be submitted to the Office of Financial Aid no later than September 30, 2023.

**Requesting Additional Funds:**

- Funding for this increase may be obtained through the Federal Direct Loan program.
- Students may borrow up to \$20,500/year in Direct Unsubsidized Loans.
- If you have already borrowed the maximum in this loan, you may borrow additional funds through the Federal Direct Grad PLUS Loan or through a private loan.
- Loan funds are disbursed to your student account in two equal installments: one half at the beginning of the Fall 2023 term and one half at the beginning of the Spring 2024 term. Thus, you will not receive the full amount of the loan borrowed for the laptop and printer cost until the Spring term disbursement is made in January 2024.
- Information on loans (including loan applications) is available at <https://financialaid.richmond.edu/law/loans/index.html>.
- Submit this request, cost documentation and a request to increase your Federal Direct Loan.

I request an increase to my COA so that I may borrow loans to assist with this expense. I certify that the attached cost documentation is the cost incurred to purchase the required laptop and printer. I understand that the increase to my COA will equal the lesser of the actual cost of the laptop and printer per the attached documentation or \$1540 for a PC laptop/ \$1800 for an Apple laptop and \$100 for a printer. **My loan request and documentation is attached.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
UR ID

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

This request form, loan application and documentation of purchase must be submitted by September 30, 2023 to:

Office of Financial Aid  
Queally Center, Suite 214  
142 UR Drive  
University of Richmond, VA 23173  
Tel: (804) 289-8438 or Email: [finaid@richmond.edu](mailto:finaid@richmond.edu)

Questions? Contact us at: