



Albany College of Pharmacy
AND HEALTH SCIENCES

Cost of Attendance Budget Adjustment 2025-2026

Student Name _____

Student ID _____

Date ____/____/____

Dear Office of Financial Aid,

I am requesting an adjustment to my cost of attendance budget for the 2025-2026 academic year.

The Office of Financial Aid requires additional information before we may evaluate your request. Please select the categories for which you are requesting evaluation and attach the appropriate documentation to support your request. **Your request will be evaluated 2-4 weeks after receipt.** The Office of Financial Aid will review one request per academic year.

I am requesting a cost of attendance budget adjustment for the following items:

___ Room - I have attached a photocopy of my current lease agreement signed by all parties or a current mortgage statement to document my actual share of rent/mortgage paid during the academic period of enrollment.

___ Board - I have attached current grocery receipts for 3 consecutive weeks during the period of enrollment. *I understand that my food expense adjustment will not exceed \$50 per week.*

___ Miscellaneous - I have attached monthly bills (all pages) for two consecutive months during the period of enrollment to document my actual share of utility costs for electricity, heat and/or basic telephone service.

___ Transportation - The Office of Financial Aid will calculate mileage for 4 roundtrips per academic year using the allowable mileage rate approved by the IRS for students living within New York State or within a 500 mile radius of the College.

___ Childcare Cost - I have attached a current copy of my formal childcare agreement indicating the weekly or monthly rate of dependent care paid by me.

___ Clarkson MBA Credits - I have attached a current copy of my invoice from Clarkson University that shows both the credits I am registered for and my charges.

Cost of attendance budget adjustments cannot be processed for items not required for college attendance, such as credit card debt, cable television, internet service, car payments, car rentals or insurance. The Office of Financial Aid will review your request 2-4 weeks after receipt and notify you accordingly.

I have read the above information and attached the appropriate documentation.

Student Signature

Date