



Scholarships and
Financial Aid

Office of Scholarships & Financial Aid

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[OSFA's Secure File Upload website](#) • [UW's website](#)

2025-2026 One-Time Computer Allowance Adjustment Request Form

Use this form if you ONLY need a Cost of Attendance adjustment to allow for the purchase of a computer. If you are also requesting a possible adjustment for other factors (e.g., dependent care expenses, housing and food, etc.), you should complete the 2025-2026 Cost of Attendance (COA) Adjustment Appeal instead.

If your appeal is approved, you could receive additional loan funds. Due to annual and aggregate loan limits, it is possible that your eligibility could be restricted to a Parent PLUS Loan/Graduate PLUS loan and/or private education loan. Please be aware that the University of Wyoming's Office of Scholarships & Financial Aid does not award or increase institutional aid for COA adjustments, including for one-time computer purchases.

Section 1: Student Information

Student Name:		W#:	
Email Address:		Phone:	
Select Student Type:	<input type="checkbox"/> Graduate	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Athlete

Section 2: Rules and Restrictions for the 2025-2026 Academic Year Request

1. The device must be purchased or price quote dated between **June 1, 2024 and May 1, 2025**.
2. The receipt or quote must show either the student's or the parent's name.
3. The receipt or quote must be itemized and have a total purchase price on it.
4. Warranties for four (4) years or less can be included.
5. Academically related software such as Microsoft Office is available to students for free through UW IT and, therefore, cannot be included. Although antivirus software is not provided by the university, UW IT provides some free download options; otherwise, that purchase can be included.
6. Virus protection is not available through UT IT and can be included.
7. Microsoft Office is available through UW IT and cannot be included.
8. Speakers OR headphones can be included at a reasonable cost. For the 2025-2026 year, the limit is \$80.
9. Flat screen televisions cannot be included in place of a monitor.
10. Parts to make your own computer cannot be included.
11. Computer accessories can be included but are limited to: one carrying case or protective sleeve, one USB drive or other external storage drive, one mouse, and/or one keyboard.
12. Extras that cannot be included are specialized drives, or any upgrade that is outside standard classroom requirements.
13. While iPads and tablets are allowed, they are discouraged due to their lack of usability for educational purposes and propensity of becoming outdated quickly. Should you choose to use your one-time computer expense on such a device, please note that an exception will not be granted for you to purchase a laptop or other computer later. **Please Initial** _____

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2025-2026 One-Time Computer Allowance Adjustment Request Form

Student Name:		W#:	
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Section 3: Signature and Certification

By signing below, I request my COA be increased in the amount of \$_____ to cover the cost for the purchase of a computer for the 2025-2026 academic year. I have **ATTACHED** a vendor's invoice/receipt as verification of my expense. I understand that this COA increase for the computer expense is permitted only once during a student's enrollment at their current career level, or on a case-by-case basis, and it is limited to \$1,000.

Student Signature	Date (mm/dd/yy)
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Please return completed form via Secure File Upload: www.uwyo.edu/sfa/forms/upload.html

One-Time Computer Cost of Attendance Guidelines

Federal regulations permit the Office of Scholarships & Financial Aid to adjust a student's Cost of Attendance (COA) on a case-by-case basis to account for the purchase of a computer for educational use. This adjustment is allowed only once during a student's enrollment at their current career level at the University of Wyoming (UW). The maximum COA increase for this purpose is \$2,500, which may include the cost of a printer and other educational peripherals. However, items not specifically for educational use - such as iPods, MP3 players, gaming equipment (including consoles), or non-educational software - are not eligible for this adjustment.

By increasing your COA, you may become eligible for additional loan funds, which could include:

- Undergraduate Students: Unused Federal Direct Loan eligibility, Parent PLUS Loans, or private education loans (for non-FAFSA filers).
- Graduate and Professional Students: Unused Federal Direct Unsubsidized Loan eligibility, Graduate PLUS Loans, or private education loans (for non-FAFSA filers).

Note: Graduate PLUS Loans and private education loans require a separate application process.

Required Documentation - To request this adjustment, you must submit the following:

- ☐ Page 2 of this document (Completed, Signed and Dated).
- ☐ A copy of the vendor's dated estimated invoice, screen shot of shopping cart, or a receipt of purchase. Documentation must verify that the computer expense was or will be paid by you or your parent(s) during the 2025–2026 academic year.
- ☐ Completed documentation may be submitted via the Secure File Upload:
<https://www.uwyo.edu/sfa/forms/upload.html>

Additional Information

- Undergraduate students: Once the COA adjustment is processed, you will receive a notification. Our office can help you determine if you have additional federal loan eligibility, or you may pursue a private education loan. Parents may also apply for a Parent PLUS Loan.
- Graduate students: If you have not previously applied for a Graduate PLUS Loan, you can complete your application at www.studentaid.gov.
- **Non-FAFSA filers:** You may submit this form, select a private lender, complete their online application process, and we will certify your loan once we receive the request from your lender.

Important Notes

- By signing this form, you authorize the Office of Scholarships & Financial Aid to award and accept the loan on your behalf.
- If you decide not to proceed with this one-time computer expense adjustment, please contact our office.

Requests for 2025-2026 will be processed no earlier than **August 1, 2025**. Once your request is processed, you will receive an email notification. Proceed to the next page to complete the required form.