



THE JOHN MARSHALL LAW SCHOOL

Laptop Increase Request Form, 2018–2019 Academic Year

This form is to be used solely for increasing a student's Cost of Attendance (COA). Our office will check your credit hours per semester for adjustments that might have been made before processing a budget increase. Please complete the form fully and return it to the Financial Aid Office. The proper documentation must accompany this form when submitted. Any missing information on this form will delay us in processing your request. Budget Increase Requests will be reviewed within 5 days of the Financial Aid Office receiving your completed form and documentation; please allow up to 2 weeks for the loan to process. You will receive a revised award letter email notification regarding the status of your budget increase request.

Name _____ ID # _____

Address _____ City _____ State _____ Zip _____

Home Telephone (____) _____ Alternate Phone _____

Laptop Purchase – This is a one-time only budget increase during your studies at JMLS, including LLM and MS. The increase is for the cost of the purchase, with a maximum of \$2,500.

- *You must first purchase an eligible laptop before submitting this form with proof of purchase. Specifications for eligible laptops are available online in the JMLS Information Technology Services Computer Buying Guide at <https://www.jmls.edu/its/computer-buying-guide.php>.*
- *For this academic year, purchase date must be **after August 1, 2018 and before May 7, 2019**.*
- *You may include eligible accessories such as a printer, software, or warranties.*
- *This will increase your Unsubsidized, Grad PLUS or private loan eligibility (credit report required).*

If you applied for the maximum on your Grad PLUS application, you will not need to complete another Grad Plus application or MPN. The revised award letter will reflect the new loan amount.

If you previously applied for a specific amount on your Grad PLUS application, private loan application or if you used an endorser on the loan, you will need to complete a new Grad Plus loan application and MPN or private loan application. We will process your request within two weeks of receiving notification of your approved loan from the Department of Education or lender. The revised award letter via eCommons will reflect your new Cost of Attendance (BUDGET).

Budget increase requests require documentation to be turned in all at once. An approved loan must be available for FAO to process by the Deadlines: **FALL Nov. 30, 2018 **SPRING** May 6, 2019**

By signing and submitting this form, I acknowledge that I have read and understand it.

I certify that, to the best of my knowledge, the information provided on this form is true and correct. I understand that any misrepresentation by omission or falsification of information on any part of this form may jeopardize any assistance I may be receiving from The John Marshall Law School.

I fully understand that The John Marshall Law School has the right to cancel all financial aid if data irregularities exist.

Student's signature _____ **Date** _____