

### COA (Cost of Attendance) Increase Request in GradStar

<p><b>To enter a Pre-Paid Travel Award:</b></p> <ul style="list-style-type: none"> <li>• Click the arrow for Pre-paid/Non-Monetary Active Award</li> <li>• Click the search icon under Award Type</li> <li>• Select <b>NTV</b> (Prepaid Travel)</li> <li>• Enter funding dept and award amount</li> <li>• Click keypad 'Tab' button or move cursor to 'Description' field</li> <li>• From the COA attestation pop-up, enter COA adjustment amount (COA increase should not exceed award amount)</li> <li>• Use calendar to click on award entry date</li> <li>• Select the box to agree to the attestation</li> <li>• Click 'Submit'</li> <li>• Enter description of award in description field</li> <li>• Click 'Save'</li> </ul>	<p><b>To enter a Dept Award/Student Payment award eligible for COA increase including RIG/RIU, TGD, TGT, VSG/VSU and EMR:</b></p> <ul style="list-style-type: none"> <li>• Click the search icon under Award Type or click '+' to add a new award line</li> <li>• Select award type eligible for COA increase (see above)</li> <li>• Enter CFS and award amount</li> <li>• Click keypad 'Tab' button or move cursor to 'Description' field</li> <li>• From the COA attestation pop-up, enter COA adjustment amount (COA increase should not exceed award amount)</li> <li>• Use calendar to click on award entry date</li> <li>• Select the box to agree to the attestation</li> <li>• Click 'Submit'</li> <li>• Enter description of award in description field</li> <li>• Click 'Save'</li> </ul>
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**Cost of Attendance (COA) Increase Request:**

The purpose of a COA increase request is to accommodate required educational costs related to travel, research, or internships not originally included in the [financial aid COA](#). COA increases for student emergency payments and payments to students who require childcare for their dependent children are also permissible.

The following award types allow departments to request a financial aid COA increase:

<p>Available to all Depts:</p> <ul style="list-style-type: none"> <li>• Travel (VSG/VSU)</li> <li>• Training Grant Travel (TGT)</li> <li>• Training Grant Dependent Care (TGD)</li> <li>• Research Internship (RIG/RIU)</li> <li>• Emergency Payment (EMR)</li> <li>• Pre-paid Travel (NTV)</li> </ul>	<p>Available only to Student Affairs:</p> <ul style="list-style-type: none"> <li>• Student Affairs Emergency (SAE)</li> <li>• SA Student Leader Stipend (SLG/SLU)</li> </ul>
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*OSSA (Office of Scholarships and Student Aid) (Office of Scholarships and Student Aid) advises that the same award type should be used for students in receipt of the same award, regardless of their financial aid status. For example, if 5 students are receiving the same award, those should be entered using the same award type for all 5 students. In other words, for the same award, 4 should not be entered as a fellowship award and 1 and a research internship.*

## Step by Step

- 1) Log in to the GradStar Maintenance page: Select 'Dept User', enter Instate/Rem Department, click 'Tab' button
- 2) For a **Pre-paid/Non-Monetary Active Award**, click the left arrow and select NTV for PrePaid Travel.
  - Under the **Department Award/Student Payment** section, awards eligible for a COA (cost of attendance) increase request include:
    - EMR (Emergency Award), RIG (Research/Inter grad student),
    - TGD (Training Grants – Dependent),
    - TGT (Training Grants – Travel),
    - VSG (Travel award grad student)
    - *Available to Student Affairs only are SAE and SLG award types*

The screenshot displays the GradStar Maintenance interface. At the top, there are fields for 'Total Bill Units' (16.00) and 'Estimated Bill Units' (16.00), along with a 'Funding Pct' dropdown set to 100. Below this, a summary table shows 'Total Instate' (5709.00), 'Fees' (988.82), and 'Remission Amt' (8767.50). A 'Comment' field is present below the summary. The main section is titled 'Pre-paid/Non-Monetary Active Award Total \$1000.00'. It features a table with columns: Award Type, Award Description, Funding Department, Amount, Status, Description, and Adjust COA. The first row shows 'NTV' for 'PrePaid Travel' with an 'Active' status. A 'Look Up Award Type' dialog box is open, showing search results for 'NON' (Non-monetary award) and 'NTV' (PrePaid Travel). The dialog box includes a 'Cancel' button and a 'Help' link.

- 3) Enter Funding Department, Amount and click the keyboard's 'Tab' button to move the cursor to the Description field.
- 4) When the COA (Cost of Attendance) Attestation page pops up, enter the award amount (not to exceed the amount entered), click the calendar icon and select the award entry date. Review the attestation statement and click the box for 'I agree' and click 'Submit'

This award type can include an adjustment to the financial aid COA (Cost of Attendance) because it may be related to expenses that fall outside the standard COA for academic-related education expenses. If you would like to adjust the COA for this student (so that any financial aid they receive for standard COA expenses is not impacted by this award), please complete the section below and click **Submit**.

If you do not want to adjust the COA for this student, please click **Cancel**.

**Students may be required to make a payment of financial aid that is impacted by**

COA Adjustment Amount

COA Adjustment Attestation Date

I Agree

UserID/Onyen arode

I attest that an increase to the financial aid COA for academic-related education expenses. I or my department will make the necessary adjustments to the financial aid COA adjustment for a minimum of \$100. Additional documentation may be requested by Office of Student Financial Aid for audit purposes or to verify the validity of this request.

**Calendar** ×

August 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

< [Current Date](#) >

- 5) Enter the award description and click the 'Save' button at the bottom left of the page to save the award entry.
- 6) Click 'Ok' on the default 'Insufficient Warning of Fees' pop-up message. This message pops up when fee awards have not been entered in full.