



# GradStar: Cost of Attendance (COA) Adjustments

[Get Started](#)





By the end  
of the  
course...

- Understand the purpose of a COA adjustment.
- Departmental responsibilities.
- How to request a COA adjustment in in GradStar for the following award types:
  - Training Grant Dependent Care
  - Training Grant Travel
  - Dept. Travel
  - Research/Internship
  - Emergency Payment

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Let's get started...

COA = Cost of Attendance

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# What is the purpose of a COA adjustment?

- To add educational expenses not originally included in the financial aid COA to the COA.
- Ensure that payments made to aid recipients are recorded as aid for federal compliance.
- Increase aid eligibility which allows financial aid recipients to receive payments specifically designated for travel, research, dependent care, or emergencies.
- View COA components on [Office of Scholarships & Student Aid \(OSSA\) website](#).

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# When it is appropriate to request a COA adjustment?

- When providing payment for one of the following award types:
  - Dept. Travel (VSG)
  - Dept. Training Grant Travel (TGT)
  - Dept. Training Grant Dept. Care (TGD)
  - Dept. Research-Internship (RIG)
  - Dept. Emergency Payment (EMR)

AND

- Student is receiving aid from the Office of Scholarships & Student Aid (OSSA)

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# When it is appropriate to request a COA adjustment?

- How do I determine who is a financial aid recipient?
  - Student can self- disclose.
  - Department can inquire about aid status by including supplemental questions to funding applications.
    - *Ex. Have you applied for aid with OSSA? Are you receiving aid from OSSA?*
  - Contact OSSA for confirmation.
    - <https://studentaid.unc.edu/conact>

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# Let's look at some examples...

Click on each example. Review all examples before clicking "Next".

- [Example 1](#)
- [Example 2](#)
- [Example 3](#)



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# Let's look at some examples...

## Example 1

Emory is a PhD student and training grant recipient. The training grant has an allocation specifically designated for student professional development. Emory's department is proving payment in GradStar using the TGT award type so that Emory can travel to a conference for professional development and networking.

Emory applied for financial with the OSSA and disclosed that to the department. The department will complete a COA adjustment request so Emory's aid eligibility can be increased which will allow him to receive the full travel payment to attend the conference.

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# Let's look at some examples...

## Example 2

Parker's department is providing research grants to help Masters students with their thesis. Parker will use the research grant for study subject payments. Parker's department will use the RIG award type in GradStar to provide Parker the research grant payment up front.

Parker indicated on the departmental funding application that she did apply for financial aid. Parker's department chooses to request a COA adjustment so that Parker can receive the funds needed to complete her research.

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# Let's look at some examples...

## Example 3

Bao's roommate has become abusive which is putting a strain on living conditions. The abusive situation is affecting Bao's ability to function academically and socially. Bao confides with Student Affairs about the situation and is granted emergency funds to relocate. Student Affairs is providing payment to Bao using the EMR award type.

Student Affairs contacts the O SSA to inquire about aid status. O SSA confirms the Bao applied for financial aid. Student Affairs completes a COA adjustment request so that Bao's payment is recorded as aid and his aid eligibility is adjusted so that he receives the emergency funds needed to relocate.



# Requesting a COA Adjustment

Mark Student Eligible



Enter 9 Digit Student ID



Academic Institution

UNCCH



Term



Academic Career

## GradStar Eligibility Selection

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

Student ID begins with

Academic Institution begins with

Term begins with

Academic Career =

Academic Group begins with

Academic Program begins with

Academic Plan begins with

Degree begins with

Residency begins with

Last Name begins with

First Name begins with

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# Requesting a COA Adjustment

Mark Student Eligible

- Ensure Degree Program Listed
- Click Check box
- Save

Click to mark student eligible

Acad Career	Graduate	Residency	NRES	Citizenship	US Citizen	
Academic Group:	CAS	College of Arts & Sciences	Degree: PHD	English and Comparative Lit		
<b>Selection of Eligible Student</b>						
<input type="checkbox"/> Departmental Award?						
Save	Return to Search	Previous in List	Next in List	Notify	Add	Update/Display

# Request a COA Adjustment

Use the GradStar Maintenance Page to enter award

- Enter Award Type
- Chartfield data
- Award Amount
- Click on Adjust COA

Department Award/Student Payment ⓘ

1-2 of 2

Award View Cost of Attendance (COA) Additional CFS Item Type Export Data Audit Info

*Award Type	Award Type Description	Fund	Source	Account	Funding Dept	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Amount	Status	*Award Description	Include	% Total Stipend Award	Adjust COA	
1 FSU	Fellowship-Schol Ugrad student	29230	N0017	569134	440100						2500.00	Ac v	FULD	<input type="checkbox"/>		Adjust COA	+
2 VSU	Travel Award Ugrad student	29230	N0017	569144	440100						750.00	Ac v		<input type="checkbox"/>		Adjust COA	+

NOTE: Adjustments only available for award types:

EMR , VSG , TGT , TGD, RIG, and EMR

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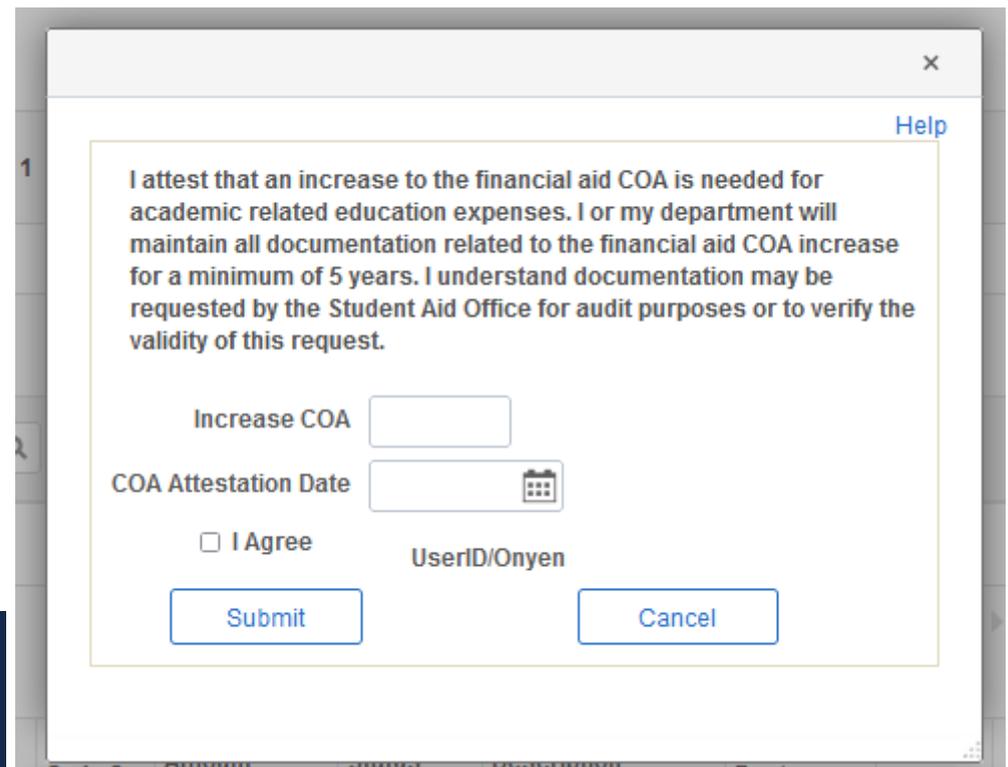
# Request a COA Adjustment

COA Attestation  
Departmental Responsibility

- Enter adjustment amount
- Provide attestation completion date
- Click the “agree” box and submit

## Documentation may include:

- receipts for travel purchases
- receipts for emergency expenses
- documents for research/internship expenses.



The screenshot shows a web form titled "Request a COA Adjustment". The form contains the following elements:

- A "Help" link in the top right corner.
- A text area with the following text: "I attest that an increase to the financial aid COA is needed for academic related education expenses. I or my department will maintain all documentation related to the financial aid COA increase for a minimum of 5 years. I understand documentation may be requested by the Student Aid Office for audit purposes or to verify the validity of this request."
- An "Increase COA" label followed by a text input field.
- A "COA Attestation Date" label followed by a date picker field.
- An "I Agree" checkbox.
- A "UserID/Onyen" label followed by a text input field.
- "Submit" and "Cancel" buttons at the bottom.

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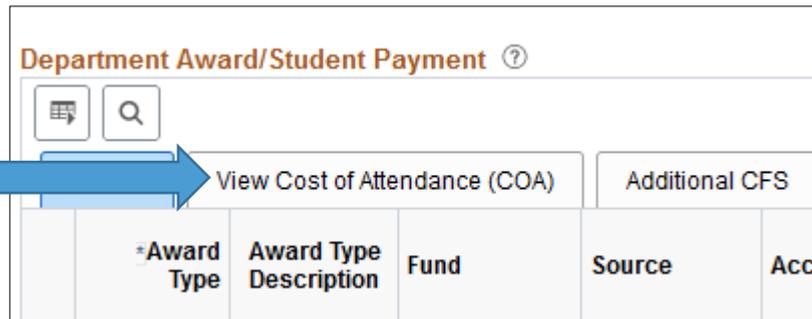
**Next**



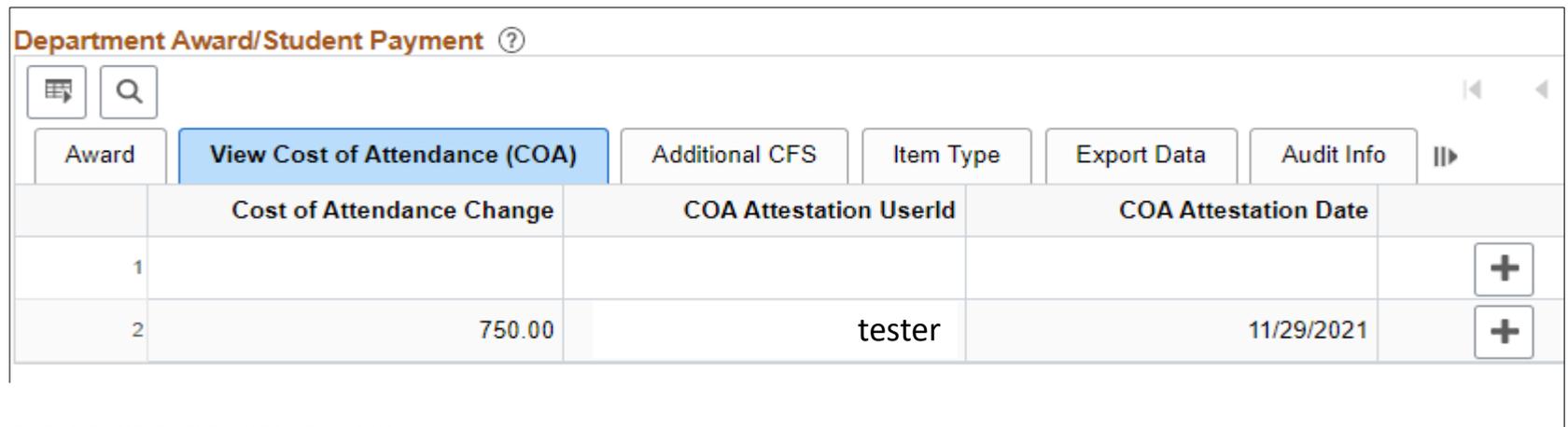
# Request a COA Adjustment

Use the View Cost of Attendance (COA) tab to see submitted requests.

Click View COA tab



Department Award/Student Payment ?				
View Cost of Attendance (COA)		Additional CFS		
Award Type	Award Type Description	Fund	Source	Acc



Department Award/Student Payment ?				
View Cost of Attendance (COA)		Additional CFS		
Cost of Attendance Change		COA Attestation UserId		COA Attestation Date
1				+
2	750.00	tester	11/29/2021	+

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# Saving The Page

- If you have no other awards save the page



Save

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# What happens after a COA Adjustment is requested?

- COA adjustment requests are automatically sent to the OSSA for review and processing.
- OSSA will confirm within with the GradStar user that the COA adjustment request has been successfully processed (*within 2-3 business days*).

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# Success

- Stay tuned for more helpful trainings.

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