



PETITION FOR SPECIAL CIRCUMSTANCES

- COST OF ATTENDANCE -

2024 – 2025

Student Name: _____ GCU Student Number: _____

Phone Number: _____

GCU Office of Financial Aid may use judgment on a case-by-case basis to review extenuating circumstances that are now affecting the student's cost of attendance. Examples of extenuating circumstances may include elementary or secondary school tuition, child care costs, unusual expenses such as medical/dental or nursing home costs not covered by insurance, inability to work while participating in student teaching, or other extenuating circumstances.

Please complete the section below and submit the required document(s) to your GCU Student Services Counselor for review.

If there have been significant changes to your and/or your parents/spouse's cost for the current or upcoming academic year, please provide a brief explanation below and submit the corresponding document(s) that applies to your request based on the reason checked below.

- If request is for student teaching, please provide the following:
 - A letter from the school where student teaching is being completed stating you are not being compensated while student teaching
 - **Must be on letterhead**
 - Receipts for paid Rental/Mortgage payment(s). The expenses must be applicable to the academic year* being adjusted including recent receipts.
- If request is for unusually high childcare/dependent care or tuition for dependent children above the standard**, please provide the following:
 - Receipts for paid private elementary or high school tuition expenses that were not covered by Government or private agency. The expenses must be applicable to the academic year* being adjusted including recent receipts.
- If request is for medical/dental/nursing home/disability-related expenses above the standard** not covered by insurance, please provide the following:
 - Receipts for paid medical, dental, and/or any other related expenses not paid by insurance. The expenses must be applicable to the academic year* being adjusted including recent receipts.
- If request is for above-average tuition, course overload or optional zero-credit dissertation continuation:
 - If course overload, you must meet the Overload Policy criteria as documented in the University Policy Handbook.*
- If request is for an increase in housing and/or food (*select if living on or off campus below*):
 - If living on campus, actual expenses charged will be considered.
 - If living off campus, provide receipts for rent and proof of average food expenses. The expenses must be applicable to the academic year* being adjusted including recent receipts.
- If request is for the expense of a personal computer above the standard level of \$730, please provide the following:
 - Receipts for paid personal computer purchased up to 31 days prior to the academic year start date or anytime during the academic year.
- If request is for any other reason outside the above scenarios:
 - Provide documentation that supports the request.
 - Other situations may include, but are not limited to, personal emergencies or license fees in excess of what is included in the cost of attendance.

Note: GCU may generally increase the student's budget up to \$6,000 for the academic year* based on approved paid expenses provided by you or your spouse/parent(s). Expenses beyond the \$6,000 limit may not be accepted and will require additional approvals. Additional information may be requested.

**Academic Year is a period of enrollment in which the student is scheduled to complete the minimum credit/week requirements in order to progress to the next academic year. Please contact your Student Services Counselor if you have any questions about your academic year duration.*

*** Please consult with your Student Service Counselor on standard levels.*

Student Signature: _____ Date: _____

Signature options: 1) Original mailed or delivered to GCU, 2) Original uploaded to Student Portal, 3) Signed by finger or stylus and uploaded to Student Portal, or 4) An image of a signature that is affixed to the document and uploaded to the Student Portal. A signature cannot be typed even if typed in a cursive font.