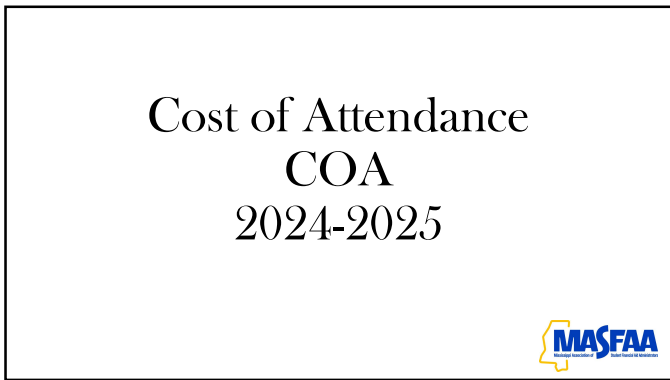
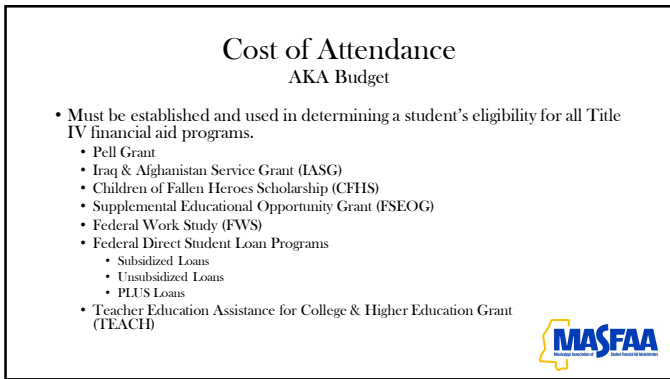




1



2



3

Development of COA Principles

- Not intended to be used to attract students by suggesting low cost, to ration FA, or limit borrowing.
- Follow these principles
 - Reasonableness
 - Professional Judgement to Accommodate Special Circumstances
 - Time Period
 - Document & Documentation
 - Localization



4

Responsibilities & Best Practices

- COA is set by combination of institutional cost and other elements determined by financial aid administrators.
- Periodic reviews are necessary
 - Not necessarily annually
 - Expenses not controlled by the institution on periodic review,
 - Expenses controlled by institution will need to be adjusted annually
- Pressure from people/offices when building the COA
 - May want to hold cost estimates down to enhance competitiveness while others may want higher cost to enable more scholarships.



5

Gathering Information

- Student Surveys
 - Gather information based on different student populations
 - Be specific in the questions asked to ensure inaccurate responses
- Labor and statistic
- U.S. Census Bureau for you community(ies)
- College Catalog
- Realistically tracking request from students for more funds




6

COA Components General

- Tuition and fees
- Living expenses
 - Includes housing and food
- Books, course material, supplies, equipment
- Transportation
- Miscellaneous personal expenses


Be mindful of components that are not considered part of COA



7

Tuition & Fees


- Amount normally assessed by students carrying the same academic workload
 - This can be different COA for different programs- LPN, ADN, etc.
- Tuition for each enrollment component
 - Full-time
 - Three quarter-time
 - Half-time
 - Less than half-time
- Required fees for all students



8

Books, Course Material, Equipment

- Amount normally assessed by students carrying the same workload
 - Charges per credit hour
 - Certain fees that are charged per program
 - Different charges for different enrollments
- Can include digital or electronic books
- Purchase or rental of computer



9

Transportation

- Allowance of transportation between campus, residences, and place of work
- Typically, separate categories will set the allowance-
 - On-Campus
 - With Parents
 - Off-Campus (own residency)
- No need to differentiate between enrollment statuses
- Allowances can include- gas, oil changes, license, insurance, repair



10

Living Expenses

- Previously categorized as Room & Board
- Allowance for food & housing cost
 - Standard food allowance for three (3) meals a day
 - Whether provided by institution (cafeteria) or not (outside food vendors)
 - If on-campus meal plan does not include 3 meals equivalency, this component could be more than meal plan charges on student's accounts
 - Average housing allowance
 - On-campus or institutionally owned and operated housing (dorms, apartments, etc.)
 - Off-campus housing (rent, lease, mortgage, etc.)
 - If considered with parent, must include reasonable standard, cannot be \$0
 - Military base- allowance for food on or off campus only if military housing provides allowance for housing



11

Miscellaneous Personal Expenses

- Allowance determined by FAA
- Can include
 - Clothing
 - Personal items (e.g. toiletries, laundry, personal hygiene)
 - Mobile phone plan
 - Recreation/entertainment
 - Uninsured health related expenses
- If using outside surveys, such as Bureau of Labor Statistics, be mindful of components because the survey may not align with COA components



12

Additional Allowances License & Certification

- Cost for obtaining a license, certification for credentials
 - Allowance for the first professional credential
 - Can be actual or average cost based on program
 - Can be included even if credentialing activity occurs after the enrollment period ends
 - Can include cost for multiple attempts, but can set a reasonable limit
 - Travel to and from



13

Additional Allowances Federal Loan Fees

- Federal educational loan fees
 - Must include loan fee allowance if the student or parent borrower borrows a Direct Loan
 - Not available for non-federal loans (private or bank loans)
 - Can be actual or average loan fees based on type of loan
 - Three (3) Methods
 - 1) Calculate a single average for all students by multiplying the average loan amount borrowed by the school's students by the loan fee percentage,
 - 2) Calculate separate loan fee averages for undergraduate and graduate students (Recommended if offer both types of programs),
 - 3) Calculate an average loan fee amount for each annual loan limit (freshman, sophomore, graduate, etc.)
 - If loans are packaged as estimate, can include as a component even if the student has not yet accepted the loan(s).
 - Not required to adjust the loan after accepted, reduced or denied (suggested to make adjustments accordingly, but not required)



14

Additional Allowances Dependent Care

- Dependent care expenses
 - Components include-
 - One or more dependent
 - Estimated or actual expenses incurred based on number and age of dependent
 - May have different expenses for child, parent, or spouse
 - Cost incurred during period of times- class times, study times, field of work, commuting, etc.
 - These components can be determined from an application with supporting documentation.
 - The amounts can be based on documentation provided or can use an estimated amount if this information is gathered through a survey or facilities on campus.
 - Take into consideration special assistance from public welfare or vocational rehabilitation agencies. If the institution is aware of lower student expenses, then you will use the lower amount. It is the student's responsibility to notify the institution of the lower amount/expenses.
 - This can be evaluated on PJ



15

Additional Allowances Disability Expenses

- Disability-related expenses
 - Disability expenses that are not covered by another organization
 - This can be physical or mental impairment that limits one or more major life activities
- Can include
 - Special services
 - Personal assistance
 - Transportation
 - Equipment
 - Supplies
- May consult with disability resource centers on campus when determining the type of expenses that could be taken into consideration
- No necessarily a PJ, but needs to be reviewed and documented on case-by-case basis



16

Additional Allowances Cooperative Education Program

- Cooperative education program expenses
 - For students placed in work experience under a cooperative education program
 - Allowance for reasonable cost with such employment
 - Determined by the institution
- Can include-
 - Commuting or transportation cost
 - Meals away from home
 - Work clothes or uniforms
 - Other cost the student incurs as of a result of the work experience
- Determined on a case-by-case basis with documentation



17

Additional Allowances Student Abroad

- Study abroad expenses
 - For students enrolled in a program of study abroad approved for credit by the student's home institution
 - This can include
 - Additional transportation cost
 - Surcharges or administrative fees charged by the institution of coordinating agency, and
 - Required documents and vaccinations required to travel (passport, visa, etc.)
 - Determined on a case-by-case basis



18

Distance Education

- Online programs
- “No distinction shall be made with respect to the mode of instruction in determining cost.”
- However, also states that student’s eligibility to receive Title IV grants, loans or work “shall be reduced” if the FAA determines under their professional judgement “that distance education results in a substantially reduced cost of attendance to such student.”



19

COA Restrictions

- There are some categories of the cost that must be modified if the student is
 - Enrolled or considered less than half time enrollment
 - Enrolled in correspondence programs, or
 - Confined or incarcerated



20

COA Restrictions Less Than Half Time

- Less Than Half Time
 - COA may include
 - Tuition and fees,
 - Books, course material, supplies, and equipment
 - Transportation cost,
 - Professional licensure, certification, or a first professional credential cost
 - Additional Allowance
 - Dependent care
 - Disability- related expenses
 - Study abroad
 - Cooperative Education cost
 - Living expense allowance restrictions may be added to the less than half time COA
 - Miscellaneous personal expenses may not be included



21

COA Restrictions Correspondence Study

- A correspondence course is one for which the school provides instructional materials and exams for students who do not physically attend classes at the school.
 - Not the same as distance education courses
- Correspondence COA components are limited to-
 - The student's actual contractual tuition and fees,
 - The student's actual contractual cost of books, course materials, supplies, and equipment (if required), and
 - Transportation, housing, and food cost incurred specifically for a period of residential training if the student has the cost.



22

COA Restrictions Incarcerated Students

- Incarcerated students may only include
 - Tuition and fees,
 - Books, course materials, supplies, and equipment, and
 - Cost of obtaining a license, certification, or the first professional credentials



23

What Has Changed?

- Cost of rental/purchase of equipment moved out of tuition and fees
- Components of transportation
- "Room and Board" is now "Living Expenses"
- Living expenses break out cost
- Loan fees for non-federal student loans
- No longer of one-time allowance for license, certification, and first professional credential
- Incarcerated COA can include "course materials" and "cost of license, certification, and first professional credential"
- Less than half time enrollment components




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Cost of Attendance Comparison Chart

	Half Time	Less Than Half Time	Correspondence Study	Incarcerated
Tuition/Fees	x	x	x	x
Living Expenses, including Food and Housing	x	x ¹	x ²	
Books, Course Materials, Supplies, and Equipment	x	x	x	x
Transportation	x	x	x ²	
Miscellaneous, Personal expenses	x			
Licensure, Certification, or First Professional Credential	x	x		x
Federal Educational Loan Fees	x			
Dependent Care Expenses	x	x		
Disability-Related Expenses	x	x		
Study Abroad Expenses	x	x		
Cooperative Education Costs	x	x		


¹ At the institution's option, a housing and food allowance may be included for not more than three semesters or the equivalent, whichever not more than two semesters may be consecutive.
² Living expense and transportation costs incurred specifically in fulfilling a required period of residential training.



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Published COA

- COA must be publicly available
 - Must be available on the website
 - Will need to disclose all COA elements, both the must have & optional components
 - Must appear on any portion of the website that describes tuition, fees and other charges
 - This can be a link/hyperlink that directs the student to the website that outlines the COA




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Resources & Contact Information

- https://www.nasfaa.org/uploads/documents/COA_Monograph_August_2023.pdf
- <https://isapartners.ed.gov/knowledge-center/library/dear-colleague-letters/2022-11-04/fasfar-simplification-act-changes-implementation-2023-24>

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 - 228-223-3066



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