Please follow the instructions listed here (steps 1-5) and submit a request for a Cost of Attendance Adjustment Request (COAAR) form by e-mailing financial-aid-law@berkeley.edu. Steps 2-5 are not required if the increase will be met with a scholarship.

1. **Review:** Review the list of allowable expenses to see if your request is eligible first. Note that for certain expenses such as transportation, you must be able to prove that you've already exhausted - or will exhaust - the amount allocated in the current COA for that budget item in order to be eligible to request an increase. Please note, car loan payments & car insurance payments are not eligible transportation expenses.

   ***Important: Supporting documentation (lease agreements, receipts, etc.) for the allowance you choose should not be submitted to the office prior to obtaining the COAAR form. Please only send this documentation together with your COAAR form once you are ready to submit for review.***

2. **Proof of current student loan balance.** You must submit a printout or screenshot of your current student loan balance which you can obtain through NSLDS on the “Financial Aid Review” page (this is not required if no loan debt). *Please paste screenshot in a word document.

3. **Proof of estimated repayment plan calculations:** Go to www.studentloans.gov and utilize the “Repayment Plans & Calculator” tool to calculate estimated repayment plan options. Take a screenshot or print out the repayment plan options you are given (the screenshot/printout must show the total loan balance you used to calculate your options). The loan amount you use to calculate your options must be a total of these two loan balances combined: current loan balance (which you obtain from NSLDS - step 2) and anticipated loan balance (over your next years at Berkeley Law). *Please paste screenshot in a word document.

4. **Statement:** Submit a short statement typed within the body of the email message (or on a separate word/pdf document) explaining how much you plan on borrowing this academic year, in subsequent academic years, the amount you've borrowed prior to law school and what repayment plan (based on your calculations from step 3) you anticipate using after graduation. Please also include why you chose the repayment plan that you did. *If you will not be borrowing in subsequent years or/and have never borrowed prior to law school, please explain this in your statement.* Lastly, if you are planning on utilizing Berkeley’s LRAP program to aid in your loan repayment (J.D. students), you are required to meet with an LRAP advisor. Please schedule an appointment here.

5. **Submit:** E-mail all documents listed above to financial-aid-law@berkeley.edu (screenshots should be pasted on a word document) to obtain a copy of the COAAR form and next steps.