

Type of Allowances	Documentation Required
Rent, Mortgage, Utilities (PG & E, Water, Telephone)	Copy of a signed lease. If rent is not shared equally, you must provide documentation of your share (if married or living with a partner, rent will be split equally).
Transportation Commuting and visits home during breaks (maximum of two trips per academic year, one per term or one international trip allowed per year)	Commuting expenses: Itemization of per-month amount calculated at standard rates. If using private car, you must provide a copy of your DMV registration and a letter explaining why AC transit is not an option. Calculate \$.58/mile, cost of tolls and parking. Trips home: Copy of actual travel bill or quote/estimate for 21 day advance purchase fare. Two reasonably priced domestic or one international trip allowed per year for yourself and dependent children under the age of 18.
Cost of a Personal Computer Cost of CPU, monitor, required peripherals (i.e. software required for coursework).	Receipt or order form for computer. Must be purchased during the period of enrollment. The date on the receipt or order form must fall within July 1, 2019- May 30, 2020. You can request an increase for a computer once every three academic years.
Necessary Medical/Dental Not covered by insurance (e.g., checkups, lab work, prescription drugs, optical, dental, physical therapy, psychological counseling)	Copy of billing statement or estimate, indicating patient name, cost, date, and type of treatment. The billing statement and/or estimate must indicate the amount paid by insurance.
Childcare Expense For dependents under the age of 14.	Single parent or married (if married, spouse must be a student or working). For licensed providers, two cancelled checks and a copy of the invoice or contract. For non-licensed providers, two cancelled checks and a signed letter from the provider.
Special Books & Supplies Items needed in addition to regular required materials. Includes computer supplies.	Itemized list approved by advisor (including travel). Items must be <i>required for all students</i> in the class.
Relocating Expenses <i>Applies only to new, entering students</i>	Receipts for actual rental truck expenses including gas receipts. Relocating expenses DO NOT include security deposits, the purchase of household items, flights, or other expenses related to securing living arrangements prior to the start of the term.
Research, fieldwork, or thesis expenses	Itemized list approved and signed by faculty advisor(including travel). Advisor must specify that costs are required educational costs. Professional development costs are not allowed.
Bar Expenses (refer to Bar Exam Fee Addendum Form)	Students taking the California State Bar Exam must complete the Bar Exam Fee Addendum Form and further documentation is not required. Students who have allowable bar fees in another state that differ in cost must fill out the Bar Exam Fee Addendum Form and provide actual cost documentation as well the Addendum Form.

Student parents of dependent children: Personal and food expenses for dependent children will be automatically added to the cost of attendance based on the number of eligible dependents reported on the FAFSA and verified through our Verification Process.

Note: Most Cost of Attendance Adjustment Requests are funded with additional loan or work-study eligibility.