



<b>Student Name</b>	<b>ID #</b>
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Please complete form in blue or black ink. Incomplete forms will not be accepted.

**APPEALS SHOULD BE SUBMITTED BY THE PROGRAM MID-POINT.**

If you are experiencing educational expenses beyond your Cost of Attendance Budget for the year, you can request a review of your costs by completing only the items that pertain to you. See your annual Cost of Attendance Budget on your Financial Aid Offer Letter in the Student Portal. Cost of Attendance adjustments typically only result in higher loan opportunity.

**REASON(S) FOR THE APPEAL**

Please check all that apply:	Documentation Required:
<input type="checkbox"/> <b>CERTIFICATION FEES:</b> Additional certification tests, and associated study guides, beyond the one required ABYC test already included in the Cost of Attendance for MST students.	* Submit GLBBS billing statement including the optional test fee(s). * Submit copy of your receipt(s).
<input type="checkbox"/> <b>LIVING EXPENSES:</b> Average Cost of Attendance budget is based on average local housing prices and USDA food cost allowances for one person.	* Living expenses are higher than average. * Submit copy of lease or your receipt(s).
<b>ADDITIONAL TRANSPORTATION EXPENSE:</b> Additional travel expense - more than 10 miles per day, or necessary bridge or ferry fares.	* Submit estimate of daily mileage to attend classes. * Submit bridge or ferry receipts.
<b>OTHER:</b> Child Care Expenses (so you can attend classes), Disability-related Expenses, etc.	* Provide details and supporting documentation. * Submit copy of your receipt(s).

**SIGNATURE - Required**

I affirm that the information on this form and the attached documentation is correct and complete to the best of my knowledge. I certify that the Financial Aid Office will be notified if circumstances change.

<b>Student Signature</b>	<b>Date</b>
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Internal use <b>ONLY</b> Reviewed: _____ Scanned: _____ COAPJ-A4
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<b>RETURN FORM with attachments to:</b> <b>Great Lakes Boat Building School</b> <b>Financial Aid Office</b> <b>485 S. Meridian</b> <b>Cedarville, MI 49719</b> <b>Phone: 906-484-1081</b> <b>Email: financialaid@glbbs.edu</b>
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