

**ONE TIME EXTENUATING OR SPECIAL CIRCUMSTANCES**  
**REQUEST FOR ADDITIONAL FUNDS**  
**Award Year 2024-2025**  
**OKLAHOMA STATE UNIVERSITY- COLLEGE OF OSTEOPATHIC MEDICINE**

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NAME: \_\_\_\_\_ Banner ID \_\_\_\_\_

MS I  MS II  MS III  MSIV

TYPE OF LOAN: Unsubsidized  Grad Plus

DISBURSEMENTS: 1- All Now FOR FALL SEMESTER ONLY EXPENSE   
2- Half FALL and Half SPRING FOR FULL YEAR EXPENSES\*\*\*

Expenses must be itemized **AND** receipts must match the amount requested. If emailing the request, the receipts must be sent as an attachment. **DO NOT** send receipts as a separate email. The amount requested below must match the receipts or the request will **NOT** be processed. If this is a recurring expense or a second request for the same expense (i.e. daycare.) you must attach documentation each time.

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**REASON/EXPLANATION**

**DOLLAR AMOUNT**

\_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_  
\$ \_\_\_\_\_

\*I would also like additional funds to cover the loan origination fees: yes  no

Loan origination FEE amount to be included in request: \$ \_\_\_\_\_  
(MULTIPLY-unsub X .01057% or Grad PLUS X .04228% and add this amount to the request)

TOTAL AMOUNT REQUESTED including loan fees (dollars only – NO CENTS): \$ \_\_\_\_\_

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Receipts are attached to the request: yes  no

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**FINANCIAL AID OFFICER**

\_\_\_\_\_  
**Date**

Students cannot receive student loan funds for expenses incurred during the summer months.

IF REQUEST IS MADE IN THE SPRING SEMESTER, YOU WILL RECEIVE THE FULL DISBURSEMENT AT ONE TIME

**\*Loan Origination Fees are deducted from the amount borrowed. For example: If you request \$5000- GRAD PLUS Origination Fees will total \$211 and unsubsidized loan fees will total \$53. This amount reduces the amount you will receive to \$4789 for GRAD PLUS and \$4947 for unsubsidized. If you would like to increase the loan by the loan origination fee amount so that you receive the full \$5000, you may add the amount to your request.**

**\*\*Additional living expenses for both fall and spring semesters (default for living expenses)**  
Requests for additional funding require documentation before approval can be considered. Examples of documentation needed are below:

- **Day Care – Documentation can be a copy of an official contract with the day care facility that lists the name of the child, the hours of attendance and associated cost calculated on a daily, weekly or monthly rate. A letter from an authorized official of the facility with the same information would also be acceptable. Daycare expenses for dependent children can only be approved for times when the student is in class or studying.**
- **Medical or Dental – Documentation for expenses related to hospital or physician visits (medical, dental or vision) must include the name of the patient, the nature of services performed, the date services were performed, the amount insurance is paying (even if zero) and the final cost due from the student. Documentation for prescription medications can be reimbursed if it exceeds the amount already allotted in the class cost of attendance, in which case copies of official receipts should be submitted.**
- **Vehicle Repair – Documentation can be an official receipt or estimate from a qualified repair shop. It must include the student's name, make/model of the vehicle, the nature of service performed (or to be performed), the date performed (or of the estimate), the amount insurance is paying (even if zero) and the final cost due from the student. Student must also submit a copy of the vehicle title which must include the student's name.**
- **Emergency Home Repair – Documentation can be either a copy of an official receipt or estimate from a qualified repair company. It must include the student's name and address, the nature of service performed (or to be performed), the date performed (or of the estimate), the amount insurance is paying (even if zero) and the final cost due from the student.**
- **Other – Please discuss with the Financial Aid office to determine what type of documentation will be needed.**