



CBU

Financial Aid Office

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Cost of Attendance Appeal Form Instructions

The Financial Aid Office has moved the Cost of Attendance Appeal (formerly Budget Add-On) to [Student Forms](#). This will allow you to request the appeal and submit supporting documentation through a secure portal – [Student Forms](#).

To submit a Cost of Attendance Appeal, please log into [Student Forms](#) and click “+- Request”

Then click the appropriate school year in which you would like to appeal

Please include your Program and semester of your request

Example: Graduate Main Campus, Fall 2020

The screenshot shows a web browser window with the URL <https://calbaptist.verifymyfafa.com/>. The CBU logo is at the top. A red box highlights a button labeled “+- Request”. Below it is a modal window titled “+- Requests” with a close button (X). The modal contains the following text: “You can request to open an appeal or upload a specific document, or close the request if you no longer wish to proceed. Any item with a green addition button may start the request process, but you may only request that item one at a time. You can cancel a request with the red cancel button, but once the item has been sent to review by the school you may not cancel the request. If you are unsure which award year to choose for a request, please confirm with your school.” Below this text are two columns for school years: “2020-2021” and “2019-2020”. Under “2020-2021”, there is a green “+” button and a red “-” button. Under “2019-2020”, there is a green “+” button and a red “-” button. A “Cancel” button is at the bottom right of the modal. Below the modal is another “+- Requests” modal for “Cost of Attendance Appeal--2020-2021”. It contains the text: “Please include your program and semester of your request. Example: Graduate Main Campus, Spring 2020”. Below that is a text area with the prompt “Please explain your reason for this request.” and a placeholder “Enter your comments...”. A red error message below the text area says: “You must enter at least 3 characters in the comments field.” Below the error message is a character count: “Characters left: 255 / 255”. At the bottom of this modal are “Go Back” and “Submit” buttons.

After the request has been initiated, please fill out the Cost of Attendance Appeal Form and upload supporting documentation. Once all documents have been submitted, your Financial Aid Counselor will review it. If additional documentation are needed, it will be requested within the [Student Forms](#) portal.

If you have a question on how to create an account with Student Forms, please [click here](#).