

If you have children who require childcare, while you are enrolled in courses, you may be eligible to increase your Cost of Attendance to supplement this cost. Any approved increase will only result in additional borrowing eligibility (provided you meet requirements) through an unsubsidized loan program, e.g., Direct PLUS or alternative loans. This will result in additional debt at graduation. All documents are required to be uploaded via our secure portal. Due to the sensitive nature of materials e-mail submissions will not be accepted.

Name: _____ Penn ID: _____

E-mail: _____ School/Program: _____

Date Submitted: _____

Demographic Information

Child's Legal Name	Child's Age	Does the child live with you

Childcare Provider information

Name of Childcare Provider

Required Supporting Documentation. Request will not be reviewed until all documents are received.

1. Current semester schedule that shows all your class meeting times. Available via Path @ Penn, View my Schedule.
2. Receipt from Child Care Provider showing **cost** and **hours** of care for the time you are requesting the increase for. Documentation should be on official company letterhead.
3. For private Child Care Providers: Notarized statement that outlines the **cost** and **hours** of care for the time you are requesting the increase for. Printed and signed name and contact information of provider must be included.

Submission of a request is not a guarantee that the request will be approved. All requests must be submitted with proper documentation, as a request cannot be reviewed by the committee until full documentation is received. Once full documentation is received, please allow 4-6 weeks for processing. Additional documents may be requested.