**Interactive Cost of Attendance Calculator Instructions**

We have developed the Interactive Cost of Attendance Calculator to help you arrive at a realistic budget. This has three elements

1. The COA Calculator worksheet tells you the maximum you can borrow, based on your course and accommodation, and breaks that down into a budget for various costs.

2. The COA Budget worksheet enables you to enter your own budget and determine how much you want to borrow.

3. The LAD Form worksheet is for you to complete, print off and upload as part of your loan application.

**Step One - COA Calculator**

1. Download and open the interactive Cost of Attendance Calculator
2. This is an Excel spreadsheet with three worksheets. You can move between worksheets by clicking on the three tabs in the bottom left corner labelled **COA Calculator**, **COA Budget** and **LAD Form.**
3. Make sure you are looking at the correct COA Calculator. The title at the top of the spreadsheet should be **“Royal Veterinary College – Cost of Attendance Calculator 2020/21”**
4. Enter your name and social security number in the boxes provided.
5. Select your course from the drop down menu.
6. The **Maximum No. of Weeks (General Costs)** and **Campus** fields will be populated automatically, based on the course selected.
7. The spreadsheet will calculate your expected maximum living costs for the year, your tuition fees and your total maximum cost of attendance in pounds and dollars. The exchange rate being used is shown on the spreadsheet. This is set by our Finance department and remains the same for the whole year.

**Step Two - COA Budget**

1. Click on the **COA Budget** tab in the bottom left hand corner.
2. Make sure you are looking at the COA Budget. The title at the top of the spreadsheet should be **“Royal Veterinary College – Cost of Attendance Budget 2020/21”**.
3. The **Name**, **Course**, **Max. No. of Weeks** and **Campus** fields will be populated by the values entered in the COA Calculator worksheet. You cannot change them here.
4. The same amount of living costs from the **COA Calculator**, in pounds and dollars, is shown under the **Our Estimate** columns.
5. Enter your estimate (in pounds) for living costs in **Your Estimate (£)** column D. Column E will be populated with the dollar value.

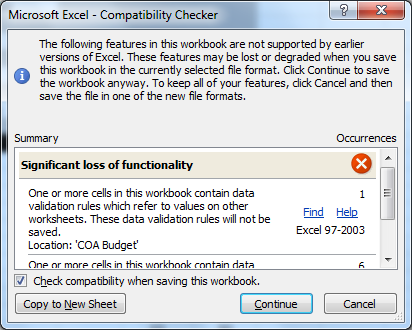
**Guidance on what can and cannot be included in living costs is set out in the FAQ at the end of this document.**

1. The Feedback column will display “OK” if you enter a value not exceeding our estimate. If your estimate is greater than ours, it will display “COA Exceeded”. This is for information only, it is up to you how you balance your budget.
2. Most students pay their tuition fees out of their loan, but not all. There is a pick list in the right hand column of the Tuition Fees row, which you can set to “Include” or “Not paid via loan”. If you set it to “Not paid via loan”, the tuition fee amount will be removed from your budget.
3. There are three fields for adding in additional costs. There are two categories of additional costs you can budget for if they apply to you
4. Childcare
5. Additional support costs (i.e. equipment or other expenses to support a disability or condition you have).
6. Other (if you populate this please explain what this is for in the box provided).
7. NAVLE application fees are an allowable “other” cost you can include in your budget.
8. The totals display your estimated living costs in pounds and total budget in dollars (including fees if they are coming out of your loan).
9. The feedback will display “Approved” if your budget is within the maximum cost of attendance.
10. If your budget exceeds the maximum cost of attendance the feedback will display “COA Exceeded”. You will need to explain why your costs exceed our estimate in the box provided. As long as your budget is reasonable and within the rules set by the Department of Education we will approve it.

**Step Three – LAD Form**

1. Click on the **LAD Form** tab in the bottom left hand corner.
2. Make sure you are looking at the LAD Form. The title at the top of the spreadsheet should be **“Royal Veterinary College – Loan Amount Declaration Form 2020/21”**.
3. The **Name**, **Course**, and **Social Security Number** fields will be populated by the values entered in the COA Calculator worksheet. You cannot change them here.
4. Select the type of student you are from the drop down list in cell B16. The options are “Graduate Student”, “Dependent Undergraduate Student” and “Independent Undergraduate Student”. If you already have a degree select “Graduate Student”. If you are an undergraduate, see the section on “Types of Loans and Amounts” to access guidance on whether you are dependent or independent. Please note the version for non-BvetMed students is set to “Graduate Student” and cannot be amended.
5. The **Max. COA** is populated with the amount on the **COA Budget**.
6. The amount you wish to borrow is populated with the total budget in dollars on the **COA Budget.**
7. Enter how much you want to borrow in Subsidized/Unsubsidized loans in the box provided (cell B25). The maximum amount you can borrow is displayed. Subsidized and Unsubsidized loans are cheaper than PLUS loans, so we recommend you enter the maximum amount indicated (if required).
8. When you enter the amount in Subsidized/Unsubsidized loans, the spreadsheet populates the amount that will be in Plus Loans.
9. The **Origination Fees** are calculated by the spreadsheet. Please note that, due to rounding applied, these are approximate (but accurate to a couple of dollars).
10. You are entitled to borrow the cost of the origination fees. There is an Add Fees to Loan? Question with a pick list of Yes/No in cell B31. If you select “Yes”, the net amount you receive will be the same as your budget. If you select “No” you will receive the amount requested minus origination fees. The amount you will receive is shown in cell F31.
11. Print off the COA Budget worksheet for your records.
12. The items you need to provide in support of your application, in addition to the LAD Form, are listed. Select the appropriate option (“Yes”, “No” or “Already Submitted”) using the drop down menu in the box next to the item.
13. Print off the form, sign and date it.
14. Save the spreadsheet with the filename of your name and “COA”, e.g. “Smith, John – COA”, as you will need to submit it as part of your application.

Note: This spreadsheet was developed using Excel 97. If you open it using Excel 2003 or Excel 2010, when you save it the following dialog box will appear. Simply click on “Continue”



1. Scan the signed form and submit online along with your other documents.

**Frequently Asked Questions (FAQ)**

**Why are you not asking us to work out a detailed budget, as in previous years?**

Because of the COVID-19 pandemic we do not know exactly how teaching will be delivered, when you may be required to be on campus, what your living costs might be if studying remotely, etc. So we are not asking you to calculate a basic budget this year.

**Should I just ask for the maximum amount allowed?**

We suggest you make an estimate of what your living costs might be and ask for that. You can always borrow more later (up until June 2021). Don’t borrow more than you think you need, as it accrues interest from the point of disbursement.

**What can I use my loans for?**

Federal law allows the loans to be used for tuition fees, accommodation, utility bills (including phone/broadband), food, laundry and clothing, entertainment, transport including airfares, course costs (books, supplies, equipment), professional registration and exams costs, loan origination fees, dependent care and an allowance to assist with any disability.

**What can’t I use my loans for?**

You cannot use your loan to support a partner. We recognize that you might want to get a place of your own, and you should be able to afford that within the budget we have set, but they should be paying for half of the rent and other costs.

**Why don’t the budget cover the whole year?**

The loans can only be used to support you during the loan period, i.e. the official academic year for your course and year. We have added extra weeks for AHEMS and EMS.

**How does the COA Calculator work?**

You select the course and year you will be on, and your accommodation category. From this the spreadsheet determines the number of weeks your academic year is, which campus you will be at, what your tuition fees are and what your maximum costs will be in each category.

**What if I ask for less than the maximum COA, but run out of money?**

You can always ask for additional funds up to the COA, and it is a simple process.

**What if my budget exceeds the COA?**

You should explain why in the box provided on the COA Budget worksheet, and apply for the amount you want. We will be able to approve your budget if you give a reasonable justification and it is allowable within the rules set by the Department of Education. If we have concerns, we will raise them with you. We do cap a small number of budgets each year.

Tim Miller

Head of Student Records & Finance

(Financial Aid Office)

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