



MBA Financial Aid
 44 West 4th Street
 Suite 6-120
 New York, NY 10012
 Phone: 212-998-0790
 Fax: 212-995-4606

Budget Appeal Letter

Student's Name: _____ ***Univ. ID:*** _____

Please adjust my budget for the following extenuating circumstance(s):

	Total Monthly Payment
• Change in enrollment status (e.g. from 9 credits to 12 credits)	_____
• Child Care	\$ _____
• Computer	\$ _____
• Food	\$ _____
• Medical	\$ _____
• Rent/Lease	\$ _____
• Travel	\$ _____
• Miscellaneous Please Explain:	\$ _____

Total requested amount of budget increase \$ _____
 (based on a nine-month academic year)

I understand that I must provide the MBA Financial Aid office with the proper documentation for the above expenses at the time I submit this letter and that I may need to submit additional information if deemed necessary by the Financial Aid office.

I acknowledge that this appeal does not automatically guarantee a budget increase and requested amounts might be reduced.

Thank you in advance for your cooperation in this matter.

Sincerely,

 Student's Signature

 Date

Budget Adjustment Policy

The federal government requires all universities to set a standard, reasonable cost of attendance (COA) for its students. Universities use this figure as a basis for awarding financial aid.

In some circumstances, financial aid counselors are allowed to exercise their professional judgment to make adjustments to the standard COA, on a case-by-case basis.

Guidelines for these changes are as follows:

1. Adjustments must be reasonable.
2. Incurred costs must be while student is in attendance at NYU Stern School of Business.

Childcare: Adjustments can be made with appropriate documentation.

Computer: An adjustment can be made for one computer purchased for business school studies.

Food: Adjustments can be made for expenses in excess of \$1910/semester.

Housing/Rent: Adjustments can be made for rental charges exceeding \$1500/month, including utilities.

- If student is living off-campus, he/she must submit a copy of lease with name on it. If more than one tenant is listed, costs will be divided accordingly. If rent is split unevenly, student must submit a signed letter from his/her roommate stating how costs are split.
- If student is subletting, a signed letter from leaseholder should state the student's monthly rent obligation. In the absence of this letter, cancelled checks may be submitted as documentation.

Medical: Adjustments are made with appropriate documentation, which includes:

- ✓ Letter from physician
- ✓ Receipts for prescriptions not covered under health insurance

Travel: An adjustment is made for one round-trip plane ticket/semester used to travel home; a maximum of \$1000 per ticket can be allotted.

Miscellaneous: MBA1 students may include wardrobe expenses for up to \$500, if the attire was purchased for internship-related purposes.

The following expenses cannot be used to increase the student budget:

- Car Expenses/Rentals/Parking
- Childbirth
- Club Dues and Activity Fees
- Credit Card Debt
- Entertainment
- Furniture
- Job Search Expenses
- Moving Expenses
- Security Deposits
- Summer Living Expenses
- Undergraduate Student Loans
- Weddings

Please note that requests for budget increases may be reduced or even denied based on the financial aid counselor's discretion. Counselors may exercise professional judgment to adjust for other reasonable expenses. Required documentation will be determined by the counselor and director.