



Stern Graduate Financial Aid
44 West 4th Street
Suite 6-140
New York, NY 10012
Phone: 212-998-0790
Fax: 212-995-4426

Budget Appeal Letter 2011-2012

DEADLINE FOR SUBMISSION IS FRIDAY, APRIL 6, 2012.

Student's Name: _____

Univ. ID: _____

Please adjust my budget for the:

Circle One **Full Academic Year** (9 months) or

Semester (4 months) Be sure to indicate whether it is for **fall, spring or summer**.

- Child Care \$ _____ /month
- Rent/Lease \$ _____ /month
- Food \$ _____ /month
- Medical \$ _____ /month

One Time Payments:

- Computer \$ _____
 - Travel \$ _____
 - Miscellaneous \$ _____
- Please Explain:

Total requested amount of budget increase \$ _____

I understand that I must provide the Stern Graduate 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.

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 based on *a nine-month academic year**. 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. Please allow 2-3 weeks for processing of this form and note that the final date of submission is **Friday, April 6, 2012**.

In order to receive additional loan funds based on an approved budget increase, you may need to submit a new loan application.

Guidelines for these changes are as follows:

1. Adjustments must be reasonable and must be supported by appropriate documentation.
2. Incurred costs must be while student is in attendance at NYU Stern.

Childcare	Adjustments can be made with appropriate documentation.
Computer	Adjustment can be made with receipt/supporting documents for ONE computer purchase for business school studies (\$2,500 max).
Food	Adjustments can be made for expenses in excess of \$568/month.
Housing/Rent	Adjustments can be made for rental charges exceeding \$1,746/month. Be sure to provide a signed copy of your lease. <ul style="list-style-type: none"> • 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 copy of the sublettor's lease is required. Also needed, is a signed letter from leaseholder stating 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 a letter(s) from your physician and/or receipts for prescriptions not covered under health insurance.
Travel	An adjustment is made for one round-trip plane ticket per semester used to travel home; a maximum of \$1000 per ticket can be allotted. Please include your receipt or a printout of the ticket cost.
Miscellaneous	<ul style="list-style-type: none"> • MBA1 students may include wardrobe expenses for up to \$500, if the attire was purchased for internship-related purposes. An actual receipt or copy of credit card statement is required for this approval. • Additional budget adjustments can be made for study-abroad expenses as well as for DBI and TREK. You must include a copy of the itinerary as proof that it is academic-related.

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

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

*Summer Start and registered Langone students may apply for summer living expenses adjustments. The deadline for submission is **July 15, 2011** for Summer Start and **August 15, 2011** for Langone.

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.