



RSB Financial Aid • University of Michigan • Room E2540 • 701 Tappan Street • Ann Arbor, MI 48109-1234
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Use this worksheet if you would like the Ross Office of Financial Aid to adjust your financial aid budget because your educational expenses are higher than the standard allowances (see standard allowance amounts on reverse side). Carefully read the budget tips below; these tips may help you avoid borrowing more funds. If you would still like to request an adjustment after reading the budget tips, complete the budget worksheet (on the reverse side), attach appropriate documentation, and submit it to the address above.

**Information provided on this form will be used for Office of Financial Aid business ONLY.
Information will not be disclosed to anyone outside the Office of Financial Aid.**

Student's Name: Last First M.I. UMID Number (8 digits) Date

The Office of Financial Aid (OFA) develops standard allowances for educational expenses; these standard allowances are used to determine a student's eligibility for financial aid. Some students have costs that exceed these standard allowances. If you wish to show that you have higher expenses, complete the budget worksheet (on the reverse) and submit it for consideration, along with supporting documentation.

- **If OFA decides that an increase in aid is appropriate to cover your expenses, you will only be given an increase in educational loans.** Because loans must be repaid (with interest) when you graduate or withdraw from school, we encourage you to consider working or to modify your budget, if possible, rather than increasing your educational borrowing (please read the budget tips below).

BUDGETING TIPS:

Can you increase your income by working?

If you are not currently working, employment could be a way to meet your additional expenses. The University/Ann Arbor community has a very strong employment market. Many temporary jobs are listed on the Student Employment Office website (www.studentemployment.umich.edu).

Can you modify your budget?

This is the perfect time to assess your needs and decide where you can cut costs.

- **TRANSPORTATION:**
Is a car essential? Ann Arbor is not car-friendly, because parking spots can be difficult to find. Can you afford the cost of insurance, gas, maintenance, parking tickets, etc.?
- **CREDIT CARDS:**
Can you pay your credit card balance off each month — or does the balance linger and grow month after month? Does ready access to a credit card tempt you to make spur-of-the-moment purchases? Charge only what you can afford to pay.
- **HOUSING:**
Is having your own room or apartment worth the expense (usually twice as high as having a roommate)? If you're planning to move off-campus, factor in the cost of utilities, household goods, extra commuting, etc., before making a decision.
- **FOOD/MEALS:**
Shopping at a grocery store, rather than a local market, significantly reduces food costs. Also, eating out can double or even triple your expenses.

For more tips on managing your budget while you're in school, visit: CashCourse.org/umofa

REQUEST AN INCREASE IN YOUR LOAN ELIGIBILITY:

If you decide that additional borrowing is necessary to meet your educational expenses for the 2011-2012 academic year, complete the budget worksheet on the reverse side to request an increase to your loan eligibility. It is **REQUIRED** that you include documentation (**copies only—do not submit originals**) for those items that exceed OFA's standard budget allowances (the type of documentation required is specified for each expense category in the worksheet). **IF DOCUMENTATION IS NOT SUBMITTED, ADJUSTMENTS TO YOUR BUDGET CANNOT BE MADE.** Each expense will be reviewed for standards of *reasonable and appropriate educational expenses incurred during the award period*. This means that the budget you provide may differ from the one used by OFA to determine your additional eligibility for educational loans.

2011-2012 Budget Worksheet: Check the Time Period for Which This Worksheet Applies: Fall/Winter Terms (8 months) Fall Term Only (4 months) Winter Term Only (4 months)**Please note:** Costs must be incurred during the enrollment period.

Expenses listed may be for the student ONLY (not for your spouse/children) unless otherwise noted.

Expense Category	Standard Amount Allowed Per Month or Per Term	YOUR AMOUNT	Office Use Only
Direct Educational Expenses			
Tuition and Fees	As charged		
Books and Supplies	1 st Year MBA - \$858/term 2 nd Year MBA - \$596/term		
Computer	Already included in first year budget - \$2,444		
Housing/Food – Documentation required: copies of rental lease and bills			
Rent (<i>Graduate students - \$1,241/month maximum</i>)	• Graduate students - \$1,007/month		
Utilities – current bills (<i>cable \$45/month max., internet \$60/month max., gas, electric, water</i>)	No standard (include if not covered in rent)		Copy of lease required to adjust for utilities
Telephone – current bills (<i>cell only or land-line only</i>)	No standard – \$70/month maximum allowed (include if not covered in rent)		
Food/meals – current expenses (<i>may be increased only for proven, special dietary needs</i>)	• Graduate students - \$533/month		
Transportation – Documentation required: copies of tickets or bills			
Airfare to and from Ann Arbor (<i>for out of state travel home</i>) > maximum 3 trips > economy tickets only	• List no. of roundtrips: ____ • Total amount: _____		
• Other:			
Insurance – Documentation required: copies of insurance statements or bills			
Health insurance for student (<i>already included in graduate student cost of attendance</i>)	No standard		
• Other (<i>not tuition insurance</i>):			
Health/Medical – Documentation required: copies of bills (incurred during the term) that were not covered by insurance			
Doctor and/or dentist bills	No standard		
Prescriptions	No standard		
Program-Related Expenses – Documentation required: written statement by department that item is a required expense			
Car insurance for academic year (<i>must have documentation from department as to why car is required</i>)			
• Class-related travel: (<i>document/list mileage amount</i>)			
• Other:			
• Other:			
Child Care – Documentation required: copies of bills			
Child care costs for: ____ (<i>number and ages of children</i>)			
Other Expenses Not Listed Above			
Include a separate letter with documentation.			