

Duke University School of Law
Office of Financial Aid

Budget Increase Request Form

Student Name: _____ EMPL ID: _____

Email Address: _____

Instructions

Use this form to request a review of your specific circumstances and an increase in your Cost of Attendance Budget.

- 1) Review the information about cost of attendance budgets below
- 2) Complete each relevant section, attaching any necessary documentation
- 3) Use the Calculation Sheet (last page) to add each section and determine the overall amount of your request
- 4) Sign and date your completed form

If you feel that you have an extraordinary situation that is not addressed by this form, please feel free to submit the form with an attached addendum explaining your circumstances.

Information about the Cost of Attendance Budget

If you will be using financial aid (loans and/or scholarships) to finance the cost of your attendance at Duke Law School, it is critical that you understand the Cost of Attendance Budget. *The budget is set by the University to cover only the students' education-related expenses including tuition, room and board, books, and transportation. You are able to borrow only up to the total amount of the student expense budget. We cannot increase your budget to permit you to borrow more except for special circumstances such as childcare, out-of-pocket medical expenses, or the one-time purchase of a personal computer.*

Staying within the Cost of Attendance Budget will keep your debt as low as possible, thus preserving your options for employment and other opportunities after law school. Be sure to understand the various elements of your budget – for instance, if you decide to spend a little more on rent than is allocated, you will need to plan to save in other areas, such as transportation, food, or miscellaneous expenses. A little advance planning will help you meet your financial obligations throughout the academic year.

Items Not Covered by the Cost of Attendance Budget

Federal law governs allowable costs that may be included in the Cost of Attendance Budget. The cost of attendance is an estimate of that student's educational expenses for the period of enrollment. There are many expense items that some students might assume can be included in the Cost of Attendance Budget that are not permitted. Some of the most common items that are **not** included in the Cost of Attendance Budget are:

- automobile lease, purchase, or repair
- automobile insurance
- financial support of a spouse or dependents
- consumer credit card debt

Students are advised to pay off all credit card debt **before** coming to law school. The Law School Office of Financial Aid cannot make allowances for credit card or other consumer debt.

Section A: Computer Purchase

The law school will approve a **one time only** budget increase of up to \$2,500 for the purchase of a computer and appropriate software/equipment. Examples of appropriate expenses might include a printer, antivirus software, carrying case, etc. External hard drives, cameras and mp3 players are not appropriate expenses.

Students should inquire/submit documentation **before** purchasing where possible. The Office of Financial Aid cannot guarantee approval of purchased items, so it is best to verify eligibility with our office first.

<i>Item</i>	<i>Amount Requested</i>	<i>Documentation Required</i>
		<ul style="list-style-type: none"> • Receipts for appropriate computer, software, and peripheral purchases <ul style="list-style-type: none"> ○ Receipts must indicate the student as the purchaser. We cannot approve increases for purchase made by others on your behalf (including parents, etc)

Total Amount Requested for Section A (Computer Purchase) \$_____

Section B: Medical Expenses

Financial assistance in the form of increased borrowing eligibility may be available to pay for “out-of-pocket” medical and dental expenses (expenses not covered by medical insurance) incurred **during the current academic year**. Ineligible expenses include: cosmetic work, elective expenses, work that is desirable but not medically necessary or treatment that can reasonably be postponed until after graduation (for example, elective orthodontic work).

In all cases, documentation of cost and the necessity of treatment is required.

The Office of Financial Aid cannot guarantee that Budget Increase Requests for such expenses will be approved. Whenever possible, students should submit documentation of the expected costs **in advance**.

<i>Item</i>	<i>Amount Requested</i>	<i>Documentation Required</i>
		<p><u>In advance:</u></p> <ul style="list-style-type: none"> • A letter from health care provider which documents the procedure/treatment, and: <ul style="list-style-type: none"> ○ The medical necessity of the procedure/treatment. ○ Confirmation that timing of procedure/treatment is necessary for the health of student (i.e. it is not elective, should not be postponed until after current academic year) ○ Estimated cost to student (cost not covered by insurance) <p><u>After procedure/treatment</u></p> <ul style="list-style-type: none"> • Receipts for procedures or medications not covered by insurance. The documentation must clearly delineate payments (and their dates) made by student from those paid by insurance.

Total Amount Requested for Section B (Medical Expenses) \$ _____

Section C: Loan Fees

Most federal student loans include an origination fee. The Law School includes an average loan fee amount in the Cost of Attendance Budget; however students who borrow more may exceed the standard, budgeted amount. Upon request, the Office of Financial Aid can increase a student's budget to allow them to borrow funds to cover these additional fees.

Students should be aware that any subsequent disbursements will also charge these fees.

Instructions: Please complete the information below. Students can contact our office if they need help with the relevant figures below.

Loan Type	Amount of Loan Fee
Unsubsidized Loan	
Graduate PLUS Loan	
Total Loan Fees	
Subtract standard allocation for loan fees	-\$
Eligible Additional Loan Fees	

Total Amount Requested for Section C (Loan Fees) \$ _____

Section D: Additional Costs for Approved Academic Programs

Some programs (i.e. international or exchange programs, Duke in DC, etc.) may entail costs that exceed standard budgeted amounts for rent/utilities. The costs should be within reason and should be similar to what other students in the program pay or have paid.

Students are required to submit documentation of the expected costs **before** signing a lease or agreeing to any additional costs. This is extremely important since The Office of Financial Aid cannot guarantee the increased costs will be approved, even if the student has already agreed to the costs or signed a lease.

Students are also required to submit a copy of their signed lease once it is completed. This is the responsibility of the student and any student who fails to submit a copy of their lease may have the increased budget amount revoked.

<i>Item</i>	<i>Amount Requested</i>	<i>Documentation Required</i>
		<ul style="list-style-type: none"> • Documentation of costs from appropriate source (i.e. housing website, apartment brochure, etc) • Copy of lease once signed

Total Amount Requested for Section D (Approved Acad. Programs) \$_____

Section E: Child-Care Expenses

Students with children can request an increase in their budget to assist with the cost of child-care (e.g. day care, babysitting expenses) during class, study, and exam periods. The request must include documentation that outlines the following:

- Price of care
- Period of care
- Child receiving care

<i>Name of Child</i>	<i>Age</i>

<i>Name/Address of Care Facility</i>	<i>Monthly Cost</i>	<i>Required Documentation</i>
		<ul style="list-style-type: none"> • Bill for care including price and dates of care

Total Amount Requested for Section E (Child-Care Expenses) \$ _____

Section F: Bar Exam Registration Fee

We can increase your student budget to include the cost of your Bar Exam Registration Fee only. Private Bar Study Loans are available for other costs associated with taking the bar exam. We'll provide additional information regarding private Bar Study Loans, if requested.

Please note that we can increase your budget only until the last day of classes and require a receipt of payment to do so. Students should plan ahead to ensure that they will have the receipt in time for their request to be processed.

<i>Bar Exam Location (state)</i>	<i>Amount Requested</i>	<i>Documentation Required</i>
		<ul style="list-style-type: none">• Payment receipt (receipt must be in student's name)

Total Amount Requested for Section F (Bar Exam Registration Fee) \$_____

Section G: Books & Supplies

The Cost of Attendance Budget includes a standard allocation provided by the university. However, in some cases students may spend more than the allocated amount on their textbooks and required course supplies. In that case, students may request that their budget be increased to accurately reflect their actual cost.

Documentation of each purchase is required. For each item, please label the item in the table below as well as the relevant receipt. For example, label the first item "A" in the table below, then add an "A" label to the corresponding receipt. Then use "B" for your next item, and so on).

<i>Item</i>	<i>Label on receipt (A, B, etc.)</i>	<i>Amount Requested</i>	<i>Documentation Required</i>
			<ul style="list-style-type: none"> • Receipts for each item listed. The receipts must indicate <i>the student</i> as the purchaser. We cannot approve increases for purchase made by others on your behalf (including parents, etc).

Total Amount Requested for Section G (Books & Supplies) \$_____

(Please note that the standard budget amount will be deducted from this total, and any excess amount will be added to your budget.)

Calculation Sheet

Use this sheet to determine your total Budget Increase Request amount.

Total Amount Requested for Section A (Computer Purchase) \$ _____

Total Amount Requested for Section B (Medical Expenses) \$ _____

Total Amount Requested for Section C (Loan Fees) \$ _____

Total Amount Requested for Section D (Approved Acad. Programs) \$ _____

Total Amount Requested for Section E (Child-Care Expenses) \$ _____

Total Amount Requested for Section F (Bar Examination Fee) \$ _____

Total Amount Requested for Section G (Books & Supplies) \$ _____

Total Budget Increase Request Amount \$ _____

I certify that all information included on or with this form is correct. I also understand that it is my responsibility to report any changes of this information to the Office of Financial Aid. Failure to do so may result in the revocation of any approved Budget Increase Request.

Signature

Date