

## BUDGET ADJUSTMENT REQUEST

Fall 2016 Deadline: Thursday, November 10<sup>th</sup>  
 Spring 2017 Deadline: Monday, April 3<sup>rd</sup>

The Office of Student Financial Services recognizes that a student's total expenses for the academic year may exceed the Standard Expense Budget (SEB). By completing this form, the student is requesting a reevaluation of the SEB for supplemental expenses. Supporting documentation for each requested amount must be included with the submission of this form. It is the responsibility of the student to ensure that the application is complete and all supporting documents have been received.

Budget Adjustment Requests are reviewed by the University Financial Aid Office and may take **10-20 business days** from the date of submission for the review to be completed. Once a decision has been made, the student will be notified of the results by the Office of Student Financial Services.

Students who plan to enter the Loan Repayment Assistance Program (LRAP) may request coverage of a one-time computer purchase. No additional Budget Adjustment Requests will be eligible for coverage under LRAP.

**Name:** \_\_\_\_\_ **ID:** N \_\_\_\_\_

**Year in Attendance:**     1L     2L     3L     LLM     JSD                       Fall     Spring     Fall/Spring    20\_\_\_\_

In the space below, please itemize your additional budgetary needs. If you would like to add an additional cost that does not fit in the space below or need to provide further explanation, please provide an additional attached statement. All requested items on this form must be accompanied by documentation of the expense in order to be reviewed. If you are unsure of what documentation to provide, please contact the Office of Student Financial Services.

Budget Item	Monthly Amount	Requested Amount	Documentation
Rent, Food, and Utilities (Room / Board)			Copy of lease, receipt(s), statement(s)
Transportation			Statement of receipt / Copy of bill
Laptop Computer*			Statement of receipt / Copy of bill
Books & Supplies			Statement of receipt / Copy of bill

**\* Approval for a laptop computer will be granted once per degree. If you are a JD student interested in participating in the Loan Repayment Assistance Program (LRAP), a maximum amount of \$2,000 will be eligible for coverage for a laptop computer. No supplemental hardware, extended warranties or enhanced software will be eligible for coverage in LRAP. A proof of purchase for the laptop computer must be provided in order for the additional loan to be covered under LRAP. Approval for coverage of laptop computer purchases will be at the sole discretion of the LRAP administrator.**

By signing this document, you are asking the Office of Student Financial Services to review your request and suggest federal loan options to you for all approved amounts.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please return completed forms to the Office of Student Financial Services:*

*245 Sullivan Street New York NY 10012  
 F: (212) 995-4525 E: law.finaid@nyu.edu*