

**ALBERT EINSTEIN COLLEGE OF MEDICINE  
STUDENT FINANCE OFFICE**

**2016-2017 Budget Adjustment Request**

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Federal financial aid regulations require Einstein to establish standard budgets. If your expenses are greater than the standard budget, you may request that your budget be increased by submitting this application along with all required documentation of your expenses.

**IMPORTANT INFORMATION AND REQUIREMENTS FOR COMPLETING THIS APPLICATION**

1. This form must be completed *in its entirety* by all students requesting an adjustment to the standard student budget. **DO NOT LEAVE ANY ITEMS EMPTY ON THIS FORM.** If you determine an item on the form as inapplicable to your situation, enter N/A in the blank.
2. Unless otherwise indicated, all financial information must represent the *average monthly amount*.
3. Federal regulations set forth the elements contained in the standard budget. Generally, the regulations only permit increases to the standard budget for *education-related expenses of the student*.
4. The standard budget is designed to reflect a student's estimated cost of attendance and *student* lifestyle.
5. Revolving debt is not an education-related expense and, therefore, a request based solely thereon will be denied. However, information regarding your revolving debt is requested below to gain a comprehensive understanding of your financial situation.
6. You must attach documentation supporting your request for a budget increase. Requests will not be processed and additional loan funds will not be certified until *all required documentation* is submitted.
7. If the reason for your request is due to a one-time computer purchase, attach a copy of your receipt of the purchase.
8. If your request is for housing expenses, attach a complete and fully executed copy of your rental agreement. Additionally, individuals living off-campus must attach copies of all utility bills, including, but not limited to, electric, gas, phone, and cable, for the most recent 3 months.
9. Notwithstanding the information and documentation you provide in your request, we may require additional information from you for clarification purposes.
10. If a student is married, or living with other people, it is expected that the student only pay their share of the household expenses.
11. Any student receiving a **stipend** must bring in their most recent paystub, as the stipend they are receiving counts towards their eligibility for aid.
12. Regular travel is already built into the student budget. However, we understand that at times, a student must travel for emergencies. It is at the discretion of the Office of Student Finance whether the reason you must travel is an emergency. Please let us know why you had to travel more than the normal amount (once per year).
13. The only expenses allowed besides for the student themselves, is childcare for the students own children. If the student is living with a partner, the budget will only be increased for the students portion.

**Expenses Not Allowed**

Federal regulations limit the expenses that are allowed to be added to a student's budget. *Some* common non-allowable expenses include:

- Car payments, parking, tolls and gas
- Credit card and other commercial debt
- Moving costs
- Expenses incurred in previous medical school academic years or during the summer
- Other expenses related to life before or after medical school
- Food

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**PART I: STUDENT INFORMATION**

Name: \_\_\_\_\_ Banner ID # (Starts with 800 or 999): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

MD    MSTP/Ph.D    Masters (Bio-Ethics, Public Health)    Ferkauf   Expected year of graduation \_\_\_\_\_

I will be enrolled at Einstein for the full academic year during 2016-2017?    Yes    No

Have you already borrowed to the maximum of the standard student budget?    Yes    No

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**PART II: AMOUNT OF REQUEST AND BASIS FOR REQUEST**

Amount of Budget Increase Requested: \$ \_\_\_\_\_

Please explain the basis for your request in detail below or attach a supplemental narrative:

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List of document(s) submitted with this application:

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**PART III: CALCULATION OF STUDENT'S EDUCATIONAL-RELATED EXPENSES**

Use the worksheets below to calculate your expenses for the academic year. As indicated above, if you determine an item is inapplicable, you must enter "N/A." Do not leave any item blank. For shared expenses, please indicate only your portion.

<b>STUDENT'S ACADEMIC YEAR LIVING EXPENSES</b>		
<b>EXPENSES:</b>		<b>MY AVERAGE MONTHLY COST:</b>
<b>Rent</b>	Apartment type: <input type="checkbox"/> Studio <input type="checkbox"/> 1 BR <input type="checkbox"/> 2 BR <input type="checkbox"/> 3BR  Do you share living expenses with others? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, provide name(s) of other(s) and relationship: 1. 2. 3.	\$
<b>Utilities</b>	Attach copies of utility bills.	\$
<b>Medical &amp; Dental Care</b>	Attach documentation supporting items not covered by insurance.	\$
<b>Prescriptions &amp; Co-payments</b>	Attach documentation supporting items not covered by insurance.	\$
<b>Child/Dependent Care</b>	Attach documentation supporting the expense.	\$
<b>Other</b>	Identify here and attach supporting documentation:	\$
<b>Other</b>	Identify here and attach supporting documentation:	\$
<b>TOTAL AVERAGE MONTHLY LIVING EXPENSES</b>		<b>\$</b>

<b>STUDENT'S ONE-TIME EDUCATION-RELATED EXPENSES</b>		
*Please note that moving expenses and broker fees are not eligible education-related expenses ** computer purchase is a onetime eligible expense during the students tenure at AECOM		
<b>EXPENSES:</b>		<b>TOTAL ONE-TIME COST</b>
<b>Computer Purchase</b>	Include tax, hardware, software.	\$
<b>Long Distance Travel</b>	Airfare, travel home.	\$
<b>Loan Fees</b>	Those not included in the standard student budget.	\$
<b>Other</b>	Identify here and attach supporting documentation:	\$
<b>Other</b>	Identify here and attach supporting documentation:	\$
		\$
<b>TOTAL ONE-TIME EXPENSES INCURRED DURING THE ACADEMIC YEAR</b>		<b>\$</b>

**ALBERT EINSTEIN COLLEGE OF MEDICINE  
 2016-2017 BUDGET ADJUSTMENT REQUEST APPLICATION  
 PART IV: CALCULATION OF YOUR RESOURCES**

**Student Finance Office  
 Van Etten Building, Rm 230**

Use the worksheet below to calculate your resources for the academic year. As indicated above, if you determine an item is inapplicable, you must enter "N/A." Do not leave any item blank.

<b>RESOURCES</b>		
<b>RESOURCE:</b>		<b>AMOUNT:</b>
<b>Stipends from fellowships, scholarships, research, etc.</b>	Report the total amount for the academic year.	\$
<b>Employment</b>	Monthly net pay.	\$
<b>Employee Tuition Benefits</b>		\$
<b>Veterans Benefits</b>	Monthly amount.	\$
<b>Military Tuition Benefits</b>	Academic year tuition benefit.	\$
<b>Military Living Expense Stipend or Benefits</b>	Monthly stipend/award/benefits for living expenses.	\$
<b>Gifts</b>	Specify source:	\$
<b>Other Income</b>	Specify source:	\$
<b>Other Income</b>	Specify source:	\$
<b>TOTAL RESOURCES</b>		<b>\$</b>

I certify, to the best of my knowledge, the information provided on this application is complete and accurate. I acknowledge that the Einstein Student Finance Office may request additional documentation in support of this application. I also acknowledge that my request for a budget increase will not be processed if I fail to immediately comply with a request from the Student Finance Office for additional supporting documentation.

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

<b>FOR OFFICE USE ONLY</b>	
Date Received: _____	Date Reviewed: _____
Determination:	
Student Notified Date/Via: _____	
Signature of Reviewer: _____	