

# Educational Expenses Worksheet 2018-2019

If you decide that additional borrowing is necessary to meet your educational expenses for the 2018-2019 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 the Office of Financial Aid’s standard budget allowances (the type of documentation required is specified for each expense category in the worksheet). Attach appropriate documentation and submit it to the address above. **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.

**Use this worksheet if you would like the 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 budgeting tips below that may help you avoid borrowing more funds.

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

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Student’s Name: Last	First	M.I.	UMID Number (8 digits)	Date
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The Office of Financial Aid 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 to us for consideration, along with supporting documentation.

- **If we determine 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 modifying your budget, if possible, rather than increasing your educational borrowing (please read the tips below).

## **BUDGETING TIPS:**

### ***Can you increase your income by working?***

If you are not 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 ([studentemployment.umich.edu](http://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 can be difficult to find. Can you afford the cost of insurance, gasoline, maintenance, parking tickets, etc.? Car payments cannot be considered when increasing your budget. However, if you have an internship which requires travel outside of Ann Arbor, we may be able to allow for that expense if you provide documentation. Zipcar rentals are also available for several hours or a full day ([www.zipcar.com/annarbor](http://www.zipcar.com/annarbor)).
- **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? It usually costs twice as much 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.

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*Note: Evaluation of financial aid applications, re-evaluation of an aid package or an appeal of a financial aid decision, are handled through a review process using professional judgment by financial aid professionals in the U-M Office of Financial Aid. Any request to our office is considered using best professional practices and making such a request does not guarantee approval. Financial aid regulations are subject to change through legislation or policy changes by the U.S. Department of Education.*

**2018-2019 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
<b>Direct Educational Expenses</b>			
Tuition and Fees	As charged		
Books and Supplies <i>(expense standards higher for Art, Architecture, and Dental Hygiene students)</i>	<ul style="list-style-type: none"> <li>Undergraduates - \$524/term</li> <li>Graduate students - \$596/term</li> </ul>		
Computer – documentation required (receipt or written estimate) showing computer purchased during specified term. <b>This expense is only allowed once during your educational career.</b>	As documented		
<b>Housing/Food – Documentation required: copies of rental lease and bills</b>			
Rent & Utilities – current bills <i>(cable \$45/month max., internet \$60/month max., gas, electric, water)</i>	<ul style="list-style-type: none"> <li>Undergraduates - \$875/month</li> <li>Graduate students - \$1,238/month (see note at right)</li> </ul>		Copy of lease and utility bills are required to adjust for utilities
Telephone – current bills <i>(cell only or land-line only)</i>	<ul style="list-style-type: none"> <li>Undergraduates - \$200/term</li> <li>Graduate Students - \$200/term</li> </ul>		Copy of bill required
Food/meals – current expenses <i>(may be increased for proven, special dietary needs)</i>	<ul style="list-style-type: none"> <li>Undergraduates - \$566/month</li> <li>Graduate students - \$708/month</li> </ul>		
<b>Transportation – Documentation required: copies of tickets or bills</b>			
Travel to and from Ann Arbor <i>(for travel home)</i> State: _____	<ul style="list-style-type: none"> <li>List no. of roundtrips: _____</li> <li>Total amount: _____</li> </ul>		
• Other:			
<b>Insurance – Documentation required: copies of insurance statements or bills</b>			
Health insurance for student	<ul style="list-style-type: none"> <li>Undergraduates - No standard</li> <li>Graduate Students - \$1,696/term</li> </ul>		
• Other <i>(not tuition insurance)</i> :			
<b>Health/Medical – Documentation required: copies of bills (incurred during the term) that were not covered by insurance</b>			
Doctor and/or dentist bills	No standard		
Prescriptions	No standard		
<b>Program-Related Expenses – Documentation required: written statement by department that item is a required expense</b>			
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>	\$160/term		
• Other:			
• Other:			
<b>Child Care – Documentation required: copies of bills</b>			
Child care costs for: _____ <i>(number and ages of children)</i>			
<b>Other Expenses Not Listed Above</b>			
Include a separate letter with documentation.			