





## Budget Appeal - Part II

Print Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

INSTRUCTIONS: Enter the expenses you wish to be added to your budget. Expenses must be incurred for the semester(s) you will attend in 2011-12. **Please refer to page 4 to ensure that you provide the proper documentation.** Write the number of the budget item below on each page of documentation you are submitting. Expenses that are not properly documented will not be approved.

### STUDENT EXPENSES

- 1) **Housing (include student's share only)**  
 Rent/Mortgage ..... \$ \_\_\_\_\_ /Month  
 Average Utilities ..... \$ \_\_\_\_\_ /Month  
 Total ..... \$ \_\_\_\_\_ /Month
- 2) **Transportation (do not include AC Transit) .....** \$ \_\_\_\_\_ /Month  
 A. Travel home (1 trip/academic year) ..... \$ \_\_\_\_\_ /Month  
  
 B. Commuting to work/school: Work Location: \_\_\_\_\_  
 Public transportation (Bart/Muni) ..... \$ \_\_\_\_\_ /week  
 Private vehicle: # miles/wk \_\_\_\_\_  
 Miles x 51 cents = \$ \_\_\_\_\_ /wk  
 + \$ \_\_\_\_\_ Parking/wk  
 + \$ \_\_\_\_\_ Bridge tolls/ wk  
 = \$ \_\_\_\_\_ TOTAL/wk
- 3) **Medical/Dental/Optomety Expenses .....** \$ \_\_\_\_\_ /Ac. Yr.
- 4) **Childcare Expenses .....** \$ \_\_\_\_\_ /Ac. Yr.
- 5) **Other .....** \$ \_\_\_\_\_ /Ac. Yr.
- 6) **Other .....** \$ \_\_\_\_\_ /Ac. Yr.
- 7) **Other .....** \$ \_\_\_\_\_ /Ac. Yr.

Office Use Only	
\$ _____	Monthly Rent/Mortgage
\$ _____	Monthly Average Utilities
\$ _____	Monthly Total Housing
	- 1198 Minus Standard Budget
\$ _____	Excess Housing/Month
	x _____ Number of Months
= \$ _____	<b>Total Additional Housing</b>
\$ _____	Travel Home
\$ _____	Total Public Transp.
\$ _____	Total Private Transp.
\$ _____	TOTAL
	- 2772 Minus Standard Budget
= \$ _____	<b>Total Add'l Transp.</b>
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	

I am documenting additional expenses for.

- Increased loan eligibility:     Subsidized Direct Loan     Unsubsidized Direct Loan     Graduate PLUS loan     Private Loan
- I will accept up to \$ \_\_\_\_\_ additional loan (write in amount or "maximum").
- Reduction or elimination of an overaward or reinstatement of cancelled aid
- Other (explain) \_\_\_\_\_

I certify that all the information on this form is true and complete. I will report any changes in writing to the Financial Aid and Scholarships Office.

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

**To expedite the processing of this form, you may fax it to 510-642-9097, or deliver it to:**  
 Berkeley School of Law Financial Aid Office, 2850 Telegraph Ave., Suite 500, Berkeley, CA 94705-7220

## EXPLANATIONS AND TIPS FOR YOUR APPEAL

**Transportation:** If you drive and you are requesting an additional transportation allowance, you must explain the necessity for using private rather than public transportation.

The Class Pass fee is included in Registration Fees and should not be listed as a transportation expense.

**Housing:** Your name must be on the lease/rental agreement and on all utility bills. If the housing documentation indicates occupancy by more than one person, the total housing cost will be divided by the number indicated.

**Medical:** If you are requesting additional aid to pay medical expenses incurred prior to the beginning of the current academic year, you must provide a current statement indicating the amount still outstanding.

**Computer Purchase:** The computer must be purchased during the enrollment period for which you are requesting the budget adjustment. You may only request a budget adjustment for a computer purchase once every three academic years.

*Inadequately documented expenses will not be considered.*

The following expenses are not allowable for funding with need-based financial aid:

- Credit card payments
- Job interview expenses
- Bar review expenses
- Educational loan repayment
- Purchase/maintenance of a car
- Additional allowance for food
- Discretionary (optional) medical or dental procedures

Requests for add-ons which exceed the maximum allowance will be referred to the Graduate Appeals Committee.

Appeals are scanned into our imaging system. In order to avoid readability problems we request that you use black ink only; do not use finepoint pen, or highlighter. Submit all documentation on white 8 ½" x 11" paper.

## EXPENSE ALLOWANCES TO STANDARD STUDENT BUDGET

Type of Allowance	Amount Included in Standard Budget	Maximum Allowable Add-On	Documentation Required
Rent or home mortgage payments plus utilities.	\$1,198/month	\$7,390/academic year (including no more than \$50/month for phone). Married students: ½ of total housing cost will be used.	Copy of the student's lease, rental agreement, or three cancelled checks. Copies of utility bills.
Transportation to/from campus and/or place of employment + visit home during vacation break.	\$2,772 /academic year (Class Pass already included in Reg. fees)	\$3,240	Private vehicle: attach copy of car registration. BART/Muni: itemize. One visit home is allowed per academic year. Attach copy of travel bill or written estimate for lowest advance purchase rate.
Books and supplies.	\$568/ac. yr. - Grad \$1,495/ac. yr - Law \$2,500/ac. yr. - MBA	Actual Cost	Itemized list approved and signed by advisor.
Computer purchase, software	0	\$3,000 - You may only request an expense allowance for a computer purchase once every three years.	Purchase receipt or invoice.
Research, fieldwork or thesis expenses	0	\$5,000	Itemized list approved and signed by faculty advisor. Advisor must specify that costs are required educational costs. Professional development costs are not allowed.
Relocating/moving-in expenses. (Entering students only).	0	\$3,000	Copy of billing statements, cancelled checks, copy of lease showing security deposit.
Medical insurance.	\$2,150/academic year (GSHIP)	Actual Cost	Copy of billing statement, cancelled checks.
Medical service not covered by insurance (e.g. check-ups, lab work, prescriptions, dental, optical, therapy).	0	\$5,000	Copy of billing statement, cancelled checks, or estimate from physician. Include documentation of insurance coverage indicating what portion of your bill(s) will not be covered.
Renter's/homeowner's insurance.	0	Actual Cost	Copy of billing statement, cancelled check.
Child care for dependents under the age of 14.	0	\$1,000/month/child	Contract, cancelled checks, receipts, or statement from provider.