

# GEORGETOWN LAW

## FINANCIAL AID OFFICE

### Budget Adjustment Request and Loan Increase Authorization Form 2011-2012

Georgetown Law is required to establish standard budgets, which are available at [www.law.georgetown.edu/finaid/forms](http://www.law.georgetown.edu/finaid/forms). If your expenses are greater than your standard budget, you may request that your budget be increased by submitting this form along with all required documentation of your expenses. Please note that we may not be able to approve your request. Please allow at least two weeks (more at the beginning of semesters) for your request to be reviewed and processed. **Remember to complete Part B and, if required, Part C on the reverse of this form.**

Student Name: \_\_\_\_\_

GoCard ID number: \_\_\_\_\_

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

Email: \_\_\_\_\_

### PART A – Budget Adjustment Request

**NOTE: The standard student budget includes the cost of health insurance. If you are not purchasing health insurance through Georgetown University, any medical expense increase will be reduced by such cost unless you provide sufficient evidence of outside insurance purchase along with this request at the time of submission.**

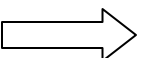
| Circle Expenses to be Increased  | Your Cost                         | Required Documentation   |
|--|-----------------------------------|--|
| <b>Housing</b><br><i>(Standard budget is \$1,200 per month. Adjusted amount may not exceed 150% of this amount - \$1,800 per month.)</i>   | \$                      per month | <ul style="list-style-type: none"> <li>▪ Signed copy of current lease</li> </ul>   |
| <b>Computer Purchase</b><br><i>(One time only during enrollment. Approved amount will be actual cost or \$1,800, whichever is less.)</i>   | \$                      total     | <ul style="list-style-type: none"> <li>▪ Copy of your paid online invoice or in store sales receipt (dated within academic period)</li> </ul>  |
| <b>Medical or Dental Expenses</b><br><i>(Expenses not covered by health insurance that are incurred and paid during the academic period. Estimates will not be accepted - you must have receipts or paid invoices.)</i>      | \$                      total     | <ul style="list-style-type: none"> <li>▪ Copy of your receipt(s) for procedures/prescriptions that are within the academic period ONLY</li> </ul>  |
| <b>Other</b><br><i>(Your budget may be increased for other <u>non-discretionary expenses</u> such as daycare, dependent living costs, travel expenditures due to death or severe illness in the family, utilities, etc.)</i> | \$                      total     | <ul style="list-style-type: none"> <li>▪ Copy of receipt(s) for any non discretionary purchase(s)</li> <li>▪ Separate written statement from you explaining the reason(s) for the additional expense(s)</li> </ul> |

Additional documentation may be required upon review of your initial request. Requests will NOT be processed and additional loan funds will NOT be certified until all required documentation is complete and submitted in an organized fashion. Students living within 8 blocks of Georgetown Law must offset higher rental costs by their local transportation allowances.

**Non-Allowable Expenses:** Federal regulations limit the expenses that are allowed to be added to a student's budget.

Common non-allowable expenses include, but are not limited to:

- Car payments, parking, gas and associated costs
- Credit card debt
- Job search costs (including suits)
- Moving costs (including a security deposit) and apartment furnishings
- Expenses incurred in previous law school years or during the summer (if you are not enrolled in summer classes)
- Other expenses related to life before or after law school



## PART B – Loan Increase Authorization

**A. Federal Graduate PLUS Loan**

If you do NOT have a co-signor/endorser, ***proceed to Steps 1-3 below***. If you DO have a co-signor/endorser, you must FIRST re-apply and be approved for a new loan before proceeding.

**B. Private/commercial loan (Lender: \_\_\_\_\_)**

You must FIRST reapply with your lender and be approved for a new loan before proceeding to Steps 1-3 below.

1. I authorize the Financial Aid Office to increase my loan so that I receive (to the extent possible):  
 **an additional net amount (after loan fees) of \$ \_\_\_\_\_.**  
 **my maximum annual loan eligibility.**
2. I am  cancelling or  reducing my *unused* Federal Work-Study (“FWS”) for this loan increase.  
**If reducing, please enter amount of reduction \$ \_\_\_\_\_. IF YOU ARE CANCELLING OR REDUCING FWS, COMPLETE PART C BELOW, INCLUDING OBTAINING PAYROLL INFO.**
3. I request that the additional loan funds be disbursed (to the extent possible):  
 **all at once**  **equally over the Fall and Spring semesters.**

I understand that, if approved, the final amount certified will be as close as is reasonably practicable to the amount requested, but may vary for rounding or other reasons, and will either be added to my initial loan or be certified as a new loan at the discretion of the Financial Aid Office. **I also understand that this request may involve an additional credit inquiry and authorize Georgetown University to initiate such request.** I further certify that I have received the required Plain Language Disclosure notice relevant to my federal student loan (if applicable) and understand I also may access such Disclosure online at: <http://www.law.georgetown.edu/finaid/forms/disclosures.html>.

**Student Signature:** \_\_\_\_\_

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

## PART C – FWS Payroll Certification

***Complete the following if your requested loan increase is due in whole or in part to a cancellation or reduction in your FWS award. You must obtain complete payroll information, including the required signature, before you submit this Request and Authorization Form to the Financial Aid Office.***

**TO BE COMPLETED BY THE PAYROLL OFFICE (McDonough 583):**

Student’s total FWS payments to date during academic year (August-May): \$ \_\_\_\_\_

Date of Student’s last FWS payment: \_\_\_\_\_

**Payroll Signature:** \_\_\_\_\_

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

Melvinia Towns, Payroll Manager

**TO BE COMPLETED BY YOU:**

**1. I certify, as to work performed prior to today’s date, that**

I have not worked since the date of my last FWS payment specified above and will not be submitting for payment any additional time for hours previously worked.

I have worked an additional \_\_\_\_\_ hours since the date of my last FWS payment specified above and will be submitting for payment only this time and no additional time for hours previously worked.

**2. I further certify, as to work to be performed on or after today’s date, that**

I will not work under the FWS system for the remainder of this academic year.

I plan to work under the FWS system an additional \_\_\_\_\_ hours for the remainder of this academic year and will not exceed my remaining FWS award amount.

**Student Signature:** \_\_\_\_\_

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