

CHARLESTON
SCHOOL OF LAW

REQUEST FOR BUDGET INCREASE FORM

STUDENT INFORMATION:

Social Security Number (last four digits) XXX - XX -

Last Name First Name MI

Email Address Phone

Federal regulations dictate that **only** education-related expenses are allowed in the cost of attendance budgets. Please review the Cost of Attendance (COA) Budgets section on the Charleston School of Law website to learn what expenses may be included and which items cannot be considered. Students may appeal extenuating financial circumstances to the Office of Financial Aid and request that their COA budget be increased to allow more loans/refunds during the academic year.

Examples for possible increases are: (choose one)

- I have childcare tuition expenses at a daycare, elementary, or secondary school that I incur due to my enrollment in classes or I have adult-care expenses that I incur for a family member due to my enrollment. (Documentation from the daycare provider, school, or agency and proof of payment are required).
- I have disability-related expenses, including special services, personal assistance, transportation, equipment, and supplies that I incur during my enrollment and are not provided by other agencies or sources. (Contracts, receipts, and paperwork from helping agencies, or other documentation is required).
- I have purchased a laptop and/or printer for school. A student's documented *rental* of a laptop or printer is also allowed to be considered. A laptop purchased in the summer for use in the fall semester may be included. Students may appeal for a laptop or printer budget increase only **once** during their time at the Charleston School of Law. Students may submit separate appeals for either item. The reasonable limit for these expenses is \$2,000. A successful appeal will generate an increase in a student's cost of attendance budget *equal* to the expenses incurred for the laptop and/or printer. If the expenses are over \$2,000, the student will receive the maximum increase of \$2,000. (A receipt showing the student's name or other proof of payment documentation is required).
- I have a different extenuating expense than the ones listed above. Please specify the expense below and provide additional documentation as needed.

Fill out, print, sign, scan, and email your form with the corresponding documentation to Julia Cunningham (jcunningham@charlestonlaw.edu) OR you can fax the completed and signed form with the corresponding documentation to (843) 720-1252.

Student Signature _____ Date _____

To be completed by the Office of Financial Aid: *Approved* *Denied*

Reason (if denied) _____ *Initials* _____

Exercising professional judgement, allowing Graduate PLUS increase of _____ *Date* _____