

# California Western School of Law | Financial Aid Office

## Student Budget Increase Request

Deadlines: Fall trimester: November 1 • Spring trimester: March 15 • Summer trimester: July 1

Please indicate below the types and amounts of costs you have incurred. Attach documentation (i.e. receipts and/or finalized billing statements) that shows the date each cost was incurred, the amount you paid, and a brief description of each cost. **The documentation must reflect that you personally paid for the expense. Cash transactions and third party payments will be denied.**

Medical expenses	\$ _____	<b>One-Time-Only requests:</b>	
Day care	\$ _____	Computer Purchase (not to exceed \$1500)	\$ _____
Transportation costs (including auto repair)	\$ _____	Transportation for Out of Town Externship [Only for externships for academic credit.]	\$ _____
Other _____	\$ _____		

Please note that there are some budget increase requests which cannot be approved: a partial list of examples includes requests based on auto purchases, credit card payments, expenses not paid by the student or which were or will be reimbursed, and expenses incurred by another person.

### Request for Additional Aid:

Check one or more of the following.

- I request that the maximum amount of federal student loans, including any remaining eligibility from my existing aid package, be added to my award package.
- I request an additional \$ \_\_\_\_\_ in federal student loans.
- I request an additional \$ \_\_\_\_\_ in Federal Work-Study.
- Other (attach explanation).

By submitting this form and the attached documentation of costs (if required), I request that my cost of attendance (student budget) be increased by the total amount of allowed costs minus any amount which is already included in my existing cost of attendance.

I have read both sides of this form, and understand and agree to the terms described.

I understand that each request must be reviewed and approved by the Financial Aid Office, and that a request may be denied or limited for any reason – even if a similar request has previously been approved for me or for another student. If the Financial Aid Office receives my request after the deadline for the current trimester, it may be denied without review.

I understand that if I am currently attending the first term of a two-term award period, I will not be able to receive the entire amount of my increased loan now: as required by federal regulations, half will arrive as soon as possible, and the remainder will be disbursed at the start of the second term (at about the same time as the rest of my aid for that term).

I understand that if I am awarded a Federal Direct Loan based on my request, that loan fees will be deducted from each disbursement by the Direct Loan Program.

I understand that my additional loans, if awarded, may require a new credit check.

I understand that the addition of a new student loan will increase the amount of my student loan debt, and that this may result in higher student loan payments, additional time needed to pay off my student loans, or both.

I agree not to rely on the funds specified in this request until they are disbursed to me by the Business Office. I agree that any expenditures or financial decisions I make prior to disbursement are my own responsibility and are at my own risk.

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

\_\_\_\_\_  
CWSL ID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Information and Instructions:

Each school must determine a Cost of Attendance (COA), also referred to as a “student budget”, for each of its programs. During a given period of enrollment (usually a two-trimester academic year), a student may not receive a total amount of student aid (including scholarships, grants, federal student loans, private student loans, and Federal Work-Study) that exceeds that student’s COA. The Cost of Attendance includes the student’s tuition and fees as charged by the school, as well as allowances for books, supplies, and living expenses such as rent, food, utilities, transportation, and an allowance for miscellaneous personal expenses.

The standard Cost of Attendance at California Western School of Law includes a generous living expense allowance that should cover the education costs of the majority of California Western students. In some cases, a school’s financial aid office is permitted to adjust the COA to reflect a student’s allowable and documented education expenses that are either greater than the amounts included in the standard budget or else not normally included at all. If approved, such an adjustment will often result in additional eligibility for Federal Graduate PLUS loans.

Some allowable costs:

- Unreimbursed medical expenses, including prescriptions
- Day care for a dependent while the student is in class, studying, or commuting (does not include private school tuition)
- Auto repair costs other than routine maintenance. Routine maintenance includes oil and filter changes, brake pads, tires, wipers, and other consumables. The cost of these items is included in the standard budget.
- Gasoline costs, if student lives more than 20 miles from school
- Airfare or other transportation, if required for an out-of-town externship, or if needed to travel out of town to attend approved classes at another location
- Computer purchase (no more than \$1500, one time only, may include related items such as software, extended warranty, printer, etc.)
- Other allowable costs that are determined by the Financial Aid Office to be directly related to a student’s education.

Note that the Financial Aid Office may limit the amount of a student’s increase for any reason, and must decline an increase if it is determined that a cost was not incurred during the current period of enrollment or if it is not an allowable education-related expense.

Requests based on the following will be denied:

- Auto purchase or payments
- Credit card or other consumer debt payments
- Costs incurred by a family member, including a spouse or roommate’s portion of rent or mortgage
- Costs paid for by a third party, then reimbursed by the student
- Cash transactions
- Child support and other child care expenses (other than day care)
- Moving or relocation costs, including security deposits
- Furniture purchases
- Legal fees, bail, traffic tickets, parking tickets, or fines
- Veterinary costs or other pet-related expenses
- Luxury items, such as premium cable channels, high-speed internet, room and board costs in excess of the standard allowance or other similar costs unless required for a specific education-related reason.

Because most budget increases must be performed after an expense is incurred, students may wish to determine in advance whether a cost would be approved prior to incurring that cost. In such cases, students should submit a request for a pre-approval. Financial Aid Office staff will review the request and inform the student of the amount that would be approved. After a pre-approval, a student must still submit an increase request, along with proof that the pre-approved payment was made during the current award period in order to receive a budget adjustment and additional student aid.

Since most budget increases result in eligibility for additional Federal Graduate PLUS loans, a student may be required to undergo an additional credit check. A student will be required to obtain an additional endorser addendum if the student needs an endorser to qualify for Graduate PLUS.

Students should not rely on their requested funds until those funds are disbursed by the Business Office. Any expenditures or financial decisions made prior to disbursement are the student’s responsibility and are at the student’s own risk.