

**Deadlines**

Nov. 30: Fall Request

April 30: Spring Request

**REQUEST FOR BUDGET INCREASE FORM**

**STUDENT INFORMATION:**

Last Name

First Name

MI

Email Address

Phone

SSN (last 4 digits)

The student budget or Cost of Attendance (COA) for the Charleston School of Law is developed in accordance with federal guidelines to allow for standard education-related expenses for law school. Students may appeal extenuating circumstances to the Office of Financial Aid and request an increase to the current budget by submitting this form along with the required documentation as listed below. We will review your request to determine if you have expenses that are reasonable and qualify according to federal regulations and school policy. Please note to qualify for review and consideration expenses must occur not only within the term of enrollment but also the current academic year and meet all other federal processing and disbursement rules and deadlines. Please refer to the Academic Catalog and Student Handbook for more information.

Please indicate below the reason for your request:

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 for the entire period of payment).

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 of the same award year 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, but the multiple appeals have to occur within the same award and/or academic year. 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 the Office of Financial Aid ([financialaid@CharlestonLaw.edu](mailto:financialaid@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* \_\_\_\_\_