

OFFICE OF FINANCIAL AID

1255 Amsterdam Avenue, 5th Floor New York, NY 10027

212.851.2293 • 212.851.2298 fax

swfinaid@columbia.edu

<https://socialwork.columbia.edu/>

BUDGET APPEAL FORM

You are eligible to receive sufficient financial aid to cover your basic Cost of Attendance (COA) during the academic year. This estimated COA or budget is comprised of standard education expenses incurred by students (e.g. tuition and fees, housing/living expenses, books, transportation, and personal expenses). CSSW uses average amounts for all non-tuition and fees budget items. *We strongly encourage students to plan and budget their expenses and aid so that they stay within the COA set by the School.*

We do, however, understand that in certain situations the School's COA budget does not accurately reflect the costs a student will incur during the academic year. In such cases, you may appeal for a budget increase for documented expenses above those allocated by the School in your budget.

Prior to completing the form below, please carefully read the information regarding acceptable items for a budget appeal:

Budget appeals will be considered for the following items:

- Living expenses *in excess* of budgeted cost (includes rent, utilities, food, phone and cable)
- Books (*in excess* of budget cost)
- Child *care* expenses
- Dependent care expenses
- Disability-related expenses not covered by an outside agency
- Computer purchase (one-time only)
- Non-elective medical, dental or optical expense not cover by insurance
- Additional course-related expenses (e.g. travel costs for students going abroad for required Field Education)
- Transportation costs *in excess* of budgeted cost
- Emergency travel (e.g. death in the family)

Budget appeals will **NOT** be accepted for the following items:

- Credit card payments
- Education or private loan repayment
- Discretionary (optional) medical or dental procedures
- Spousal maintenance expenses
- Child *support* payments
- Student conferences
- Purchase/maintenance of a car (*Federal law prohibits the School from providing aid for consumer debt, which includes car payments and car insurance.*)
- Job interview expenses
- Other non-educational related expenses
- Expenses incurred during periods of non-enrollment

PLEASE NOTE: *Submitting an appeal does not guarantee that an adjustment will be made. All adjustments are made at the discretion of professional judgment by the Office of Financial Aid, and must be approved by the Director of Financial Aid. In most cases, an approved budget increase will result in an increase in loan eligibility; it is very unlikely that the approved budget increase would be covered by scholarship funding.*



Budget Appeal Form

2021-2022 Academic Year

Last Name: _____

First Name: _____

CUID: C00 _____

Preferred Phone Number: _____

Alternate Phone Number: _____

Increase for Term: Summer 2021 Fall 2021 Spring 2022

Total requested in budget increase: \$ _____

Please explain the reason(s) for your appeal. Attach all supporting documents:

BUDGET ITEM	REQUIRED DOCUMENTATION	COST/EXPENSE
Rent (your share only if you are living with someone)	Signed copy of lease/rental agreement	\$
Utilities (your share only; gas/electric, etc.)	Copy of 2 monthly bills	\$
Books	Copies of receipts for course-related materials	\$
Child Care ¹	Contract and 1 canceled check	\$
Computer purchase ²	Signed copy of receipt for purchase	\$
Dental, medical or vision expenses (not covered by insurance)	Itemized bill showing amount covered by insurance and amount of out-of-pocket expenses	\$
Transportation	Signed copies of receipts for commuting-related expenses	\$
Travel (e.g. for study abroad)	Signed copies of receipts for travel-related expenses	\$
Other: _____	Signed copies of receipts or related documentation	\$
Other: _____	Signed copies of receipts or related documentation	\$
Other: _____	Signed copies of receipts or related documentation	\$

¹Maximum of \$1,000/month; only allowed if single parent or if spouse is also enrolled in school or employed at least part time.

²Maximum of \$2,300. Only 1 computer purchase request will be processed per student while at CSSW.

By signing this form you agree that all of the information and documentation presented to the Office of Financial Aid is accurate to the best of your knowledge, and that you will notify the Office of Financial Aid if there is any change to the information you have provided. Appeals are generally reviewed within 2-3 weeks of receipt, and you will be notified via your Columbia email address when that review has been completed.

Signature: _____

Date: _____

FOR OFFICE USE ONLY

Appeal approved: _____ Approved increase: \$ _____ Appeal Denied: _____

Reason/comments: _____

Staff name & signature: _____ Date: _____
