

BUDGET INCREASE REQUEST FORM
Spring 2017
BAR EXAM EXPENSE/COMPUTER PURCHASED

This form is to be used solely for increasing a student's Cost of Attendance (COA). **Our office will check your credit hours per semester for adjustments that might have been made before processing a budget increase.** Please complete the form fully and return to the Office of Financial Aid. The proper documentation must accompany this form when submitted. Any missing information on this form will cause a delay in your request. Budget Increase Requests will be processed within 2 weeks of the Office of Financial Aid receiving your completed form and documentation; you will receive a revised award letter email notification.

Name _____ ID # _____

Address _____ City _____ State _____ Zip _____

Home Telephone (_____) _____ Alternate Phone (_____) _____

Check any that apply. I am requesting an increase to my budget due to:

_____ **Bar exam expense** - This is a one-time only budget increase expense for students who study at JMLS, including LLM, and only available to students who are in their last semester and graduating June 2017. The increase is for a maximum of \$1,600.

_____ **Computer or laptop purchase** – This is a one-time only budget increase during your studies at JMLS, including LLM and MS. The increase is for the cost of the purchase, with a maximum of \$1,500.

- *You must buy the computer or laptop first and submit the receipt and proof of payment by you, the student (not parents, spouse or friend).*
- *Your purchase date must have been no more than one year before this application date.*
- *You may include accessories such as printers or warranties.*
- *This will increase your Grad PLUS or private loan eligibility (credit report required), in effect paying yourself back.*
- *Please weigh whether the financial terms of a credit based alternative loan are more beneficial than the original method of payment.*

Refunds are processed and distributed by
Student Accounts • CBA Building • 15th floor

-Turn over-

If you applied for the maximum on your Grad PLUS application, you will not need to complete another Grad Plus application or MPN. The revised award letter will reflect the new loan amount.

If you previously applied for a specific amount on your Grad PLUS application, private loan application or if you used an endorser on the loan, you will need to complete a new Grad Plus loan application and MPN or private loan application. We will process your request within two weeks of receiving notification of your approved loan from the Department of Education or lender. The revised award letter via eCommons will reflect your new Cost of Attendance (BUDGET). You may use the BUDGET amount then subtract the aid on your award letter, including scholarships. This is the additional amount you are eligible to borrow.

Budget Increase Requests require documentation to be turned in all at once by May 5th. An approved loan must be available for FAO to process no later than May 12th. Deadlines are final!

By signing and submitting this form, I acknowledge that I have read and understand it. All questions have been answered carefully and completely.

I certify that, to the best of my knowledge, the information provided on this form is true and correct. I understand that any misrepresentation by omission or falsification of information on any part of this form may jeopardize any assistance I may be receiving from The John Marshall Law School.

I fully understand that The John Marshall Law School has the right to cancel all financial aid if data irregularities exist.

Student's signature _____ **Date** _____

