

## BUDGET ADJUSTMENT PROCESS

Students seeking an adjustment to their current cost of attendance budget in order to receive additional financial aid, should carefully read all of the information below and complete all of the necessary steps. Budget adjustments will only be approved for students who have legitimate educationally related expenses that exceed the current academic year [COA](#) budget, and who have submitted the appropriate documentation. **Please Note:** Only educationally related expenses incurred during the current academic year will be considered. Educationally related expenses incurred during previous academic years or that may incur in future academic years will not be considered for a budget adjustment.

### **TIPS:**

We strongly advise that students live within the standard estimated [COA](#) budget, and to only seek an adjustment to their budget if it's absolutely necessary. Attending law school and residing in New York City are both very expensive. Please budget your finances very carefully, and reduce any unnecessary expenses! We recommend that you utilize Cardozo's budget assistance tools in order to help you manage your finances, such as our [Debt Management](#) website and our [Tips on Saving Money](#) site. Please also download our [Budget Worksheet](#) to help keep your expenses and resources organized.

### **STEPS:**

1. Do you have legitimate educationally related expenses that exceed Cardozo's [Estimated Cost of Attendance \(COA\) budget](#)? Please review the COA budget, and identify the components for which your expenses have exceeded. Cardozo's Estimated COA includes the following expense components: Tuition, Fees, Health Insurance Fee, Room, Board, Books, Transportation, and Miscellaneous (supplies and modest personal expenses).

2. Review Cardozo's Allowable Expenses for a Budget Adjustment:

- **Rent:** The 2018-19 rent line in the COA is set at \$1,400/month (10 month budget, \$14,000). Cardozo will allow up to maximum rent of \$2,500/month (10 month budget, \$25,000). We will not accommodate rent that exceeds \$2,500/month! For example, if a student chooses to rent an apartment for \$3,800, we will only cover up to \$2,500 with the COA budget!
- **Transportation:** The COA budget includes a monthly metro card at \$121/month (9 month budget, \$1,089). Allowable increases may include additional educationally related transportation expenses that exceed the budget, such as Metro North, NJ Transit, and plane tickets. Expenses must be reasonable (for example, we will not accommodate first class plane tickets!).
- **Computer:** We will allow for a one time per program purchase, up to \$2,500. Purchase must occur while enrolled at Cardozo.
- **Medical:** We will allow for necessary medical expenses that are not covered by insurance. Treatment and expenses incurred must occur while enrolled at Cardozo.

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- **Child Care:** We will allow for child care expense for dependent children under 5 year. Feel free to utilize NYC's child care website to determine if you qualify for affordable or no cost early care and education programming: [HERE](#)
- **Study Abroad:** Students studying abroad may submit expenses incurred, which may include, additional tuition and fees, transportation, room and board. Students are required to submit proof of registration or enrollment in the study abroad program.
- **Additional Tuition:** Students who enroll in programs such as ITAP, IMAP, IFinS, ITranS, Lawyering in Washington, D.C., may incur additional tuition charges and related expenses.
- **Bar Exam Registration:** We will allow for direct costs of obtaining a first professional license. This includes state bar registration and MPRE fees. Costs must be incurred while enrolled at Cardozo. We cannot include bar prep courses!
- **Personal and Other Educationally Related Expenses:** We may allow for other types of incurred expenses that are directly related to a student's education. A detailed explanation in writing is required, along with supporting documentation and receipts.

### 3. Review Expenses that Cardozo Will NOT Allow for a Budget Adjustment:

- **Any Expenses Incurred During Periods When Students Are Not Enrolled:** For most students, this would include the summer months, in between the spring and fall semester, and may also include the time in between the fall and spring semester (winter break). Students should be proactive and plan for these times when financial aid will not be available! Additionally, this includes anytime prior to enrolling at Cardozo and/or no longer enrolled (following the last official day of the semester, graduation, withdrawal, and leave of absence).
- **Any Expenses Incurred During Prior Academic Years or Will Incur During Future Academic Years.**
- **Consumer and Other Forms of Debt:** Credit card debt, student loans, taxes, mortgage, car loans, domestic support obligations, and legal fees.
- **Car Repair and Maintenance**
- **Wardrobe:** The cost of a professional wardrobe cannot be included in a student budget. Students are advised to shop wisely for these items!
- **Financial Support for Family Members and Friends.**
- **Bar Prep Courses.**

### 4. Download and Complete Cardozo's Budget Adjustment Worksheet by clicking [HERE](#)

- Complete, sign, and date form.
- Submit the form with the appropriate supporting documentation to the Office of Student Finance: Email [clфинаid@yu.edu](mailto:clфинаid@yu.edu) | | Fax 212-790-0366
- Budget adjustments will not be processed until all supporting documentation is received by Student Finance!

### 5. Review the Budget Adjustment Procedure:

- The Office of Student Finance will review budget adjustments within 5 business days of submission.

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- If the budget adjustment is approved by Student Finance, a notification will be sent to the student containing details regarding the approved amount(s), and the exact amount of additional financial aid (student loan) the student can apply for and receive.
- Students should not apply for or request additional financial aid until their budget adjustment has been properly reviewed.