



Off-Campus Expense Sheet

Please complete the information below.

Student Name: _____ Date: _____

College: _____ Academic Yr. _____

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ 5th Year ☐ GRAD

Length of Lease: _____ 10 months _____ 12 months
(indicate only one)

Amount of Rent: _____ per month _____ Total Yearly Rent

Utilities: _____ per month _____ Total Yearly Utilities

Meal Plan: _____ per semester _____ Total Yearly Meal Plan

Food Allowance: _____ per month _____ Total Yearly Food Allowance

_____ **TOTAL OFF-CAMPUS EXPENSES**

- Check one box for length of lease.
- Indicate the amount of Rent and Utilities for which YOUR STUDENT is responsible to pay.
- Indicate the amount of the meal plan. (If using a combination of meal plan AND food allowance, indicate the amounts on the appropriate lines.)
- Indicate the amount for food allowance.
- Add all totals together. This is the Total Off-Campus Expenses for your student.

These amounts will be included in the amount of the loan being requested. The school will issue you a refund once the loan is disbursed. You can then use the funds to pay for the off-campus expenses above.

Some schools will automatically issue you a refund while other schools require you to request the refund. Check with your school to determine their policy.