

Student Works Program - Tips for Completing Your Budget Sheet

Please review the following tips for completing your Budget Sheet. The Budget Sheet helps us understand your financial need, so provide the closest estimate for all applicable sections.

1. Complete Yellow Sections Only

Students are only required to fill in the yellow sections of the Budget Sheet. If a section does not apply to you, leave it at \$0. Only use numbers when entering dollar amounts.

2. Review the Time Frame for Each Section

Make sure to look at the time frame listed and enter the amount that applies to that specific time period.

3. Include Parents' Income if Applicable

If you answered "No" to the question asking if you have been out of high school for at least four years, don't forget to include your parents' income amounts. Not including this information can result in your application being incomplete and ineligible.

4. MSVU Scholarships, Bursaries and Awards – Enter Full-Year Amount

If you have received a scholarship, bursary, or award from the Mount, the amount is typically split between two terms. A common mistake is to list only the amount received in the Fall term. Be sure to enter the total amount you will receive for the full academic year.

5. Sponsorship or Funding from an Organization

Include any sponsorship or funding received from an organization. If you have received a post-secondary tuition waiver, you can list the amount on this section of the Budget Sheet.

6. Enter Monthly Amounts in Applicable Sections

A common mistake is to enter the full Eight-month amount in the expenses section of the Budget Sheet when a monthly amount is requested. The Budget Sheet will automatically calculate the Eight-month total in the grey section.

x 8 months (automatic calculation)	Per Month
\$0.00	\$0.00

7. Housing Expenses – On-Campus or Off-Campus

The housing expenses section is divided between on-campus and off-campus housing.

- If you are living in On-campus housing: Include your residence and meal plan expenses.
- If you are living in Off-campus housing: Enter your monthly rent amount. If you live in shared accommodation, enter only the portion of the rent you personally pay each month, not the total rent.

8. Don't Forget Textbook Costs

Include textbook costs for the academic year. Calculate the cost by multiplying the number of courses you are enrolled in by \$180.