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**FINANCIAL NEEDS AND BUDGET PLAN**

Part of the learning experience of taking on any independent venture, such as this internship, is understanding what expenses will be required for your support. While the internship award may not cover all your expenses, we would still like to know that you have thought through the financial aspects of the project. The selection committee does not consider the budget when considering internship proposals. It is used as a reference when determining funding. Please be as precise and accurate as possible.

DCSI Service Internship awards cannot cover the expense of project materials, equipment, or administrative program fees charged by placement agencies. **DCSI Interns are eligible for awards up to $5,000 to cover actual expenses.**

Some tips:

* Students are expected to budget to purchase and cook their meals and pack lunches to save costs.
* Rent varies widely and we understand some places are simply expensive, but students should seek cost efficient options. DCSI reserves the right to deny excessive housing costs.
* Be sure to check with Dick’s house about travel immunizations and on VISA specifics- those costs can add up.

**Exchange Rate (if applicable):**

Please approximate your financial needs:

|  |  |  |
| --- | --- | --- |
| **Expense** | **Amount** | **Detailed Explanation (please cite estimates when possible)** |
| Travel to/from CSO | $ |  |
| Daily transportation  (public transportation is preferred when possible) | $ |  |
| Housing (indicate monthly  rent & utilities) | $ |  |
| Food | $ |  |
| VISAs, Immunizations, and other pre-departure costs |  |  |
| Basic needs (e.g. laundry) | $ |  |
| Other (please specify) | $ |  |
| **TOTAL** | $ | **SUM OF ALL EXPENSES DETAILED ABOVE** |

**BUDGET WORKSHEET FOR STUDENTS PLANNING TO LIVE AT HOME (if applicable)**

Part of the learning experience of taking on any independent venture, such as this internship, is understanding what expenses will be required for your support. This worksheet will help you to determine how much funding your DCSI experience will require **if you plan to live at home for the duration of your internship**.

If you plan to live at home:

* DPCS will provide a flat $1000 grant to cover all your housing, laundry, and personal expenses, as well as most your food.
* On top of this $1000 you may budget $5-8 per day for lunch during the workday, all costs related to traveling from home to work and back each day, and the cost of your travel from Dartmouth to your home and back.
* If you plan to use your own car for any of this travel you may request funding at the rate of $0.37 per mile. If you plan to use public transportation on a daily basis, it is wise for you to investigate weekly or monthly pass options, as they may save you money.

Please calculate and explain your expenses on the budget outline below.

|  |  |  |
| --- | --- | --- |
| **Expense** | **Amount** | **Explanation** |
| Room and Board | $1000 | Flat grant to cover all housing, laundry, and personal expenses, along with majority of food |
| Lunch |  | lunches at $5-8 per day |
| Transportation: Work and back each day |  |  |
| **TOTAL** |  | **SUM OF ALL EXPENSES DETAILED ABOVE** |

\*Students with demonstrated financial need may also apply for funding to cover travel expenses from Dartmouth to their home. If this is the case for you, please briefly share your travel plans and rationale for requesting travel funds below.