

Internship Budget Worksheet

Use this form to create a budget of your anticipated expenses and financial resources during your internship. Please fill in all starred (*) cells, adding numeric figures. Use a "0" where needed, as not all sections may apply (example: local internships). You will enter the totals from cells A, B, and C in your Application Form. **You will include a copy of this completed form with your application, as well as a separate page with supporting links/resources that you used to determine expenses such as housing, commuting expenses, and transportation to the non-local internship city.**

Student Name: _____

SECTION ONE: EXPENSES

1. Housing during internship (multiply cost/week x # weeks)**	*
<ul style="list-style-type: none"> Number of weeks housing will be needed? _____ Cost per week of housing? _____ 	
2. Transportation at the beginning and end of the internship (roundtrip)	*
<ul style="list-style-type: none"> Where are you travelling from? _____ Where are you going to (where is your internship)? _____ What mode of transportation will you be using? _____ 	
3. Daily commuting expenses	*
<ul style="list-style-type: none"> Distance from residence to internship site? _____ What mode of transportation will you be using? _____ What is your daily commuting expense? _____ 	
4. Food expenses	*
<ul style="list-style-type: none"> Number of weeks you will be needing to buy food? _____ How much will you spend on groceries each week? (avg = \$50) _____ 	
5. Other expenses?	*
<ul style="list-style-type: none"> Description and cost: _____ Description and cost: _____ 	
TOTAL EXPENSES (add up amounts in rows 1 – 5, add \$500 course fee)	* A

SECTION TWO: FINANCIAL RESOURCES

Wage, stipend, or funding provided by internship site	*
Awards, scholarships, or grants for internship from Rollins	*
Outside awards, scholarships, or grants for internship (not Rollins)	*
Personal/family savings intended to be used for this internship	*
Part-time job/outside income	*
Other - Please describe:	*
TOTAL FINANCIAL RESOURCES YOU HAVE FOR YOUR INTERNSHIP	* B

SECTION THREE: YOUR FUNDING REQUEST

Calculate how much funding you are requesting (formula: A - B = C)	* C
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****Note:** On-campus residence halls are available if local housing is needed for an internship. Students have a one-day grace period before the internship start date and after the internship end date to move in and move out. The cost of this option is \$100/week.