

Name:

Internship Budget Worksheet

Use this form to create a budget of your anticipated expenses and financial resources during your internship. You'll print it out and complete it using a pen (it is important that we can read it). Print your name in the top right corner. Please fill in all starred cells, adding numeric figures (use a "0" where needed). You will enter the totals from cells A, B, C, and D in your on-line application. You will scan and upload a .pdf copy of this completed form to your on-line application.

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) _____• How much will you spend eating out each week? (avg = \$25) _____	
5. Other expenses?	*
<ul style="list-style-type: none">• Description and cost: _____• Description and cost: _____	
TOTAL EXPENSES (add up amounts in rows 1 – 5)	* A

SECTION TWO: SAVINGS GOAL

Note: Only students on financial assistance are eligible. How much money do you hope to have at the end of the internship? Funding to be applied to your tuition obligations. Limit is \$2,000.

TOTAL SAVINGS GOAL	* B
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SECTION THREE: FINANCIAL RESOURCES

Wage, stipend, or funding provided by internship site	*
Awards, scholarships, or grants for internship from Carleton	*
Outside awards, scholarships, or grants for internship (not Carleton)	*
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	* C

SECTION FOUR: YOUR FUNDING REQUEST

Calculate how much funding you are requesting (formula: A + B – C = D)	* D
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