**Instructions**

You should use the charts on the following pages to document your anticipated sources of financial support, and your best estimates for the cost of living over the summer. If you are chosen as an internship fellow for the summer of 2021, you will be awarded a $5,000.00 stipend to cover your living expenses for the summer. Accordingly, as you develop your budget, your anticipated expenses should add up to, ***at minimum***, $5,000.00.

Due to Covid-19, the summer 2021 fellowships will all be remote. When you are crafting your anticipated budget for the summer, please consider all expenses related to working from home, including but not limited to:

* Living Expenses; This can include living expenses incurred while working from home.
  + Housing & Utilities
  + Food
  + Personal Care
* Work from Home Essentials; Consider equipment/programs which you will need to be successful at your chosen placement(s).
  + Software: Zoom subscription, Adobe Publisher, InDesign, Photoshop, etc.
  + Hardware: External Hard Drive, Ram Upgrade, Webcam, Laptop, Printer, etc.
  + Office Furniture/Supplies: Desk, Chair, Printer Ink, Printer Paper, Pens, etc.
* Enrolling in Capstone Course, HRTS 4291.
  + If you intend to use this internship to satisfy your HRTS capstone requirement, you will need to enroll in HRTS 4291 during the summer.

**Anticipated Contributions**

Please complete this sheet to account for all your anticipated sources of financial support during the internship. The HRI Stipend, which comes with the internship, has already been included in the form.

|  |  |
| --- | --- |
|  | **Expected Contributions** |
| **HRI Stipend** | **Amount Requested:**  **$5,000** |
| **Amount Requested from Other Sources**   * Financial Aid * Awards from External Organizations – if applicable provide documentation for the source and amount of award(s) in your application. | **Source/Amount Awarded:** |
| **Family/Self** | **Amount Provided:**  **$** |
| **Total Expected Contributions** (Sum of all Expected Contributions) | **$** |

**Anticipated Expenses**

Please complete this sheet to assess your estimated living expenses for your chosen internship location. You should include estimates and supporting documentation for each expense.

|  |  |
| --- | --- |
|  | **Expected Expenses** |
| **Living Expenses**  Itemize and provide documentation (when applicable) for the cost of your expected living expenses while working as an intern.  Housing   * Rent ($ per month x number of months) * Utilities ($ per month x number of months)   Food   * $ per day x number of days * $250 to $350 per month is a reasonable average, depending on how often you cook at home or order out.   Personal Care   * Miscellaneous household/personal expenses | **Living Expenses**  Rent: $  Utilities: $  Food: $  Personal Care: $ |
| **Work from Home Essentials**  Itemize and provide documentation any anticipated expenses associated with working from home.  Software  Hardware  Office Furniture/Supplies | **Work from Home Expenses**  Software: $  Hardware: $  Office Furniture/Supplies: $ |
| **Registration/Tuition: $1,938.00**  Do you intend to earn academic credit for this internship?  Summer 2021 Tuition for 3 Credit Course: $1,803.00   * $601 per credit   Summer 2021 Course Fees: $135.00   * Enrollment Fee: $45 * Technology Fee: $30 * Online Course Fee: $60 ($20 per credit) | **Tuition Expenses (Circle One)**  Enrolling in HRTS 4291: $1,938.00  Not Enrolling in HRTS 4291: $0 |
| **Other (please describe)** | **$** |
| **Total Expenses** (Sum of all Expected Expenses) | **$** |