



**LEHIGH**  
University

OFFICE OF FINANCIAL AID  
218 W. Packer Avenue  
Bethlehem, PA 18015-1588  
[www.lehigh.edu/financialaid](http://www.lehigh.edu/financialaid)  
Telephone: (610) 758-3181  
Fax: (610) 758-6211

## Memorandum

To: **All Co-Op Participants Receiving Financial Aid**

From: Jennifer Mertz, Interim Director

Subject: Information Requested

---

For most co-op participants, the amount of income earned during your co-op is considerably greater than what you would normally earn through summer employment. The increased earnings will not affect your financial aid eligibility until the next academic year, when the current years' tax returns will be used.

It is understood that you will experience increased costs for living expenses during this period.

To ensure the proper treatment of your earnings we are providing you with the attached ***Income/Expense Budget form***. This form will help us better determine your actual savings for educational expenses upon your return and should be submitted with your application for Financial Aid for the next academic year.

Maintaining this log should be a relatively simple task, and may become a regular routine after graduation.

Good luck as you embark on this new experience. We look forward to your return in the spring.

# INCOME/EXPENSE BUDGET FOR FALL CO-OP PARTICIPATION

	August	September	October	November	December	January
Gross Wages						
Taxes:						
Federal withholding						
FICA						
State						
Local						
Net wages						
Expenses:						
Rent						
Heat						
Light						
Telephone						
Transportation						
Food						
Other (itemize)						
Total expenses						
Net wages less total expenses						

The above itemization of income and expenses is accurate to the best of my abilities.

If called upon, I will provide receipts for major expenses (more than \$100).

Printed Name: \_\_\_\_\_ SSN / ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_