

# A Guide to Developing/Applying, Using and Reporting on your Budget

## A. Developing Your Budget

<b>1. Study Costs</b>		
1.1 Tuition / Institution Fees	To institution	
1.2 Resource Allowance	To student	
	<i>Estimate</i>	

Your **Study Costs** are directly related to your course.

1.1 Tuition / Institution Fees may include course fees, registration fees, student fees, library registration, thesis costs, graduation fees.

It does not cover extra-curricular activities, library fines or recreation expenses.

Fees are normally paid to the institution by Invoice and Schedule.

1.2 Resource Allowance may include Books, Research-related expenses, Computer, Wifi and Printing/Stationary costs.

Allowance is normally reimbursed to the student twice a year on production of your Budget Report (with numbered receipts attached).

<b>2. Living Costs</b>		
2.1 Accommodation	To institution or landlord	
2.2 Food / Meals allowance	Allowance	
2.3 Transport (Local commuting)	Allowance	
2.4 Health	Allowance	
	<i>Estimate</i>	

Your **Living Costs** are provided to enable you to fully focus on your studies.

2.1 Accommodation expenses can include rent or board payments, utilities (water and electricity/gas).

2.2 Food / meals

2.3 Local Transport / Commuting is the daily and weekly costs of 'getting around' by standard public transport in the town of your studies.

2.4 Health – may include basic student health coverage (as recommended by your institution and an annual general health and dental check and recommended vaccinations). This does not cover elective procedures.

<b>Other</b> (Note: CWM does not cover family or dependent expenses)		
3.1 Relocation (1 return airfare + immigration-Visa fees + up to 1 week rent limit)		
3.2 Miscellaneous and Contingency		
	<i>Estimate</i>	

### Other

2.5 Relocation Costs

Relocation Transport is the cost of one return trip (airfare, train, coach) from Home to Student Accommodation. Normally, this will be taken One-way at the commencement of the course and One-way at the conclusion of the course.

Immigration / Visa Fees are usually fees set by the Government of the place you will be studying. Only receipted fees should be claimed here. Other associated costs should be claimed under Miscellaneous.

Settling in – Up to the equivalent of one week's rent may also be allocated towards relocation – e.g. towards equipping home (initial supplies). Please note that you will need to prioritize how your relocation allowance is used – it is unlikely to cover every expense. This can be a significant cost that you must plan for.

2.6 Miscellaneous may include expenses not covered in the above allocations. Approval for these is at the discretion of CWM. A separate Claim Form is provided for applying for Miscellaneous expenses. Miscellaneous should cover any contingency / emergency situations.

## AAP Budget Proposal

Please save this file as: "Your NAME Draft Budget\_YEAR" BEFORE starting to fill in.

Ref No	Expense Item	Academic Year				Total	Sources of Funding			Total
		Year 1	Year 2	Year 3	Year 4		Total Costs of Programme	CWM Funds requested	Sending Church	
	<i>Currency of Application .....</i>									
<b>1</b>	<b>Study Costs</b>									
1.1	Tuition and Institution Fees					0				
1.2	Resource Allowance					0				
<b>2</b>	<b>Living Costs</b>									
2.1	Accommodation					0				
2.2	Food / Meals Allowance					0				
2.3	Local Transport					0				
2.4	Health					0				
<b>3</b>	<b>Other</b>									
3.1	Relocation costs (including relocation travel/airfares if req'd)					0				
3.2	Miscellaneous					0				
	<b>Sub-total</b>	0	0	0	0	0	0			
						0	Total Cost of Proposed Programme			

- Provide a detailed breakdown of the overall budget, specifying items and costs as shown above.
- Submit a copy of the official letter from the institution detailing the costs OR justify the proposed figures, if said document is not available.

Provide detailed list and description for No.1.2 Resource Allowance AND No.3.2 -Other Expenses

### 3 Using Your Allocated Budget

Prior to your first claim, you must set up your AAP account by confirming your Budget.

Overall	Budget Allocation Category	Allocation
<b>1</b>	<b>Study Costs</b>	
1.1	Tuition and Institution Fees	
1.2	Resource Allowance	
<b>2</b>	<b>Living Costs</b>	
2.1	Accommodation	
2.2	Food / Meals Allowance	
2.3	Local Transport	
2.4	Health	
<b>3</b>	<b>Other</b>	
3.1	Relocation costs (including relocation travel/airfares if req'd)	
3.2	Miscellaneous	
	<b>Sub-total</b>	<b>0</b>

Notes:

Your Annual Agreed Budget Allocation (above) should link directly to your Approved Budget Proposal (in your application). You can use the following table (next page) to track your Annual expenses and see how this is part of the overall Programme Budget.

This will help you to keep track of your own spending.

Not every year will have exactly the same expenses, but you must keep some of your funds for the inevitable expenses that happen towards the end of your programme. We recommend that a proportion of your allocation be held back for final payments and graduation expenses.

Overall	Budget Allocation Category	Allocation	Year A	Year B	Year C
			Claimed		
<b>1</b>	<b>Study Costs</b>				
1.1	Tuition and Institution Fees				
1.2	Resource Allowance				
<b>2</b>	<b>Living Costs</b>				
2.1	Accommodation				
2.2	Food / Meals Allowance				
2.3	Local Transport				
2.4	Health				
<b>3</b>	<b>Other</b>				
3.1	Relocation costs (including relocation travel/airfares if req'd)				
3.2	Miscellaneous				
	<b>Sub-total</b>	<b>0</b>			



## Budgeting for Living Costs – how we calculate

The Cost of Living rate will be set taking into account:

Schedule 1 - the Official Schedule received from the institution of enrolment

Schedule 2 - where no Cost of Living Schedule is available from the institution, we will explore similar institutions in the region

Schedule 3 - where no Cost of Living Schedule is available from either the institution or the region, we will base estimates using the World Cost of Living Calculator, which tracks comparative *professional* Annual Cost of Living across cities and countries. We will calculate the Student rate as being 50% of the professional rate.

[World Cost of Living Calculator: 9294 cities, 197 countries \(livingcost.org\)](https://www.livingcost.org/)

Estimates as at 20/7/2024

2024 (in SGD\$ per month) – indicative guide only for comparative student rate:

Bangladesh	285	PNG	359
Botswana	3410	Philippines	288
Canada	1726	Samoa	398
Cayman Islands	2266	Solomon Islands	970
Fiji	571	South Africa	463-672
France	671	Switzerland	1945
Germany	1061	Taiwan	780
Guyana	605	Thailand	531
Hong Kong	1772	Trinidad & Tobago	785
India	464	Tuvalu	386
Jamaica	701	UK	1209-1477
Kenya	394	USA	1477-2014
Madagascar	355	Zambia	540
Malaysia	390	Zimbabwe	571
Myanmar	510	Singapore	1945
New Zealand	1556		
Netherlands	1289		

\*where there are internal country variations, city estimates will be used as a guide

## Guidelines and Declaration related to Living Allowances

- Food / meals allowance is intended to cover basic weekly nutritious meals, as provided by the institution or self-catered. Special occasion meals or events should be limited to one per month, and should be calculated on a reasonable cost for a single person at a local budget restaurant.
- Local Transport / Commuting is the daily and weekly costs of 'getting around' by standard public transport in the town of your studies.
- Health – may include basic student health coverage (as recommended by your institution and an annual general health and dental check and recommended vaccinations). This does not cover elective procedures.

When you make a claim, you will be asked to make a declaration:

*I declare that the following allowances have been used according to the Guidelines.*

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signed Date

### Note regarding Family Support

While many students carry significant family responsibilities, CWM is only able to provide Academic and Living Support for the student.

It is expected that the Sponsoring Church will make the bulk of provision for family support, including their relocation costs (if needed).

If your family is traveling with you, please note that you can only claim the equivalent of single accommodation and food from CWM.

## Obligations of AAP Scholars

Accountability is an important aspect of your responsibility if you are an AAP scholar. You will be expected to fulfill a series of obligations:

1. Provide an acceptance of offer and return of signed Memorandum of Understanding and Agreed Budget document within one week of receiving them.
2. Provide updated contact details whenever there is a change
3. Provide evidence of enrolment
4. Provide an end-of-year report that includes your academic results/transcripts, a report from Supervisor or Academic Advisor, your own self-reflection, any published materials.

Please note – no further claims will be processed or paid for the following semester until these documents have been received by CWM.

You may also be requested to share your story or write an article for a CWM publication. It is expected that most scholars will make themselves available to do this at some point during their academic journey.

Advanced and exceptional scholars may be offered the opportunity to participate in a CWM programme, consultation or conference. Such opportunities may lead to mentoring or publication. If such an invitation is extended, you are expected to respond promptly, as such places are limited and in high demand.

CWM Scholars are expected to demonstrate RESPECTFUL behaviours at all time, complying with the institution of study Codes of Conduct and Ethics.