



Special Circumstance Appeal Form

Name: _____ ID #: _____

Student Phone # _____ Parent Phone # (if dependent student) _____

Address: _____ City: _____ State: _____ Zip: _____

The primary responsibility for financing a student's education rests with the student and their family. Unless a student is classified as independent for financial aid purposes by federal definition, parental income and asset information must be included in determining eligibility. Student (and parent, when applicable) contributions (together making up the Expected Family Contribution or EFC) are calculated using a congressionally mandated need-analysis formula. The Financial Aid Office recognizes this formula may not accurately reflect special circumstances for individual students and/or families.

If your situation has changed drastically from the information you provided on the Free Application for Federal Student Aid (FAFSA), and the situation falls into one of the categories listed on this form, you may submit a complete Special Circumstance Appeal with the required documentation. Because this is often a lengthy process, please allow additional processing time after we receive the request.

Once a completed request is reviewed, it may result in either 1) a reduction in the base year income and/or assets, 2) the use of projected income for the current calendar year, or 3) an increase in Cost of Attendance (COA) for the current academic year.

In many cases, an adjustment does not increase the student's eligibility for gift aid (grants and scholarships that do not have to be repaid). In fact, the adjustment may only increase the student or parent's eligibility for loans, change non-need based loans to need based loans, or may not result in any increased funding.

All appeals must be submitted with a letter of explanation and request, signed copies of 2017 & 2018 federal tax return, W2's, current paystubs, and detailed documentation specific to your situation. An incomplete application will be returned. In order to ensure your application is reviewed as quickly as possible, please submit documentation to support your special circumstance. **Requests for further documentation from our office will delay processing.**

My 2018 or 2019 income will be significantly lower than my 2017 income due to (check all that apply):

- Reduction of Income due to loss of Child Support Benefits and/or Alimony
- Loss or reduction of household income due to death, permanent disability, and/or separation/divorce (for independent students/spouse or parents of dependent students)
- Reduction of income due to one-time income (examples: moving allowance, back year social security payments, IRA/pension distribution, sale of primary residents, etc.)
- Unusual Medical and Dental Expenses paid in 2018 and not subject to reimbursement by insurance (Independent Students/spouses or parent of Dependent Student)
- Reduction of earned income of less than 20% of 2017 earnings of student, spouse, or parent of dependent student.
- Expenses required for a Special Needs Child or Dependent Adult (special services, equipment, etc.) not covered by other sources.
- Expenses for Elementary and Secondary Tuition for your dependent children to attend school during the 2019-20 academic year. Do not include amounts covered by scholarships or waivers or college school tuition.
- Family hardship due to natural disaster (including fire, hurricane, tornado, flood, etc.)
- Other. Include detailed explanation and any documentation detailing the change.

What is the date of the above change? _____

INCOME SOURCE(S)	JAN. 1 – DEC. 31, 2019
Wages, Salaries, Tips-Father	\$ _____
Wages, Salaries, Tips-Mother	\$ _____
Wages, Salaries, Tips-Student	\$ _____
Wages, Salaries, Tips-Spouse	\$ _____
Interest/Dividend Income	\$ _____
Interest on Tax-free Bonds	\$ _____
AFDC/Welfare Benefits	\$ _____
Alimony/Child Support Benefits	\$ _____
Unemployment Compensation	\$ _____
Workers' Compensation	\$ _____
Pensions/Annuities	\$ _____

