

Financial aid for the 2024–2025 award year is based on 2022 income. If you and/or your family have had a significant change in your financial situation during 2023 or 2024, you may request to have your financial aid re-evaluated.

STUDENT INFORMATION

Name _____ Student ID _____

APPEALABLE CIRCUMSTANCES

- Loss of employment or significant drop in income since 2022
- Loss of earnings due to natural disaster or disability
- Loss of untaxed income or benefit
- Loss of income due to separation or divorce after FAFSA application was submitted
- Death of a spouse/parent after FAFSA was submitted

APPLICATION PROCESS

Before you submit this application, please review and complete the following steps:

1. You (the student) must submit the 2024–2025 FAFSA.
2. As part of the Special Circumstance Appeal, you will be selected for verification. You and your parent (if applicable) must complete and submit the 2024–2025 V1 Verification Worksheet along with this form and all supporting documentation and submit it to our office along with copies of the 2022 IRS Tax Transcripts for you and your parent(s). If you are married and your spouse filed separate, we will need a copy of your spouse's 2022 Federal Tax Transcript.
3. You have completed the Special Circumstance Appeal and have attached all required documentation for the appeal being considered. Failure to provide the required documents will delay the process.

Once the appeal is processed, you will receive notification of the results by email. If the revisions result in additional federal eligibility, you will also receive a revised award notification email.

REASON FOR APPEAL

Examples for Special Circumstance Appeal

- A significant reduction in earnings
- Death of a spouse or parent
- Separation or divorce
- Disability

This is not a complete list. If you think you have cause for a Special Circumstance Appeal, contact the Office of Financial Aid

PERSONAL STATEMENT (Required)

Please explain the circumstances that changed. Attach a separate sheet of paper if necessary.

CERTIFICATION STATEMENT

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent information.

Student Signature _____ **Date** _____

Parent Signature (if parent information is provided) _____ **Date** _____

FOR OFFICE USE ONLY

FINANCIAL AID COORDINATOR/ADVISOR SECTION

All required documentation attached.

Comments _____

FINANCIAL AID DIRECTOR SECTION

Special Circumstance Worksheet attached.

Accepted

Denied

Changes sent to transaction # _____ . Anticipated EFC on transaction # _____ to be _____ .

Comments _____

PERTINENT DOCUMENTS

Loss of employment or significant drop in income since 2022	<p>Signed copy of 2022 Federal Tax return</p> <p>Copies of 2022 W2 form(s)</p> <p>Letter of Termination or Loss of Employment from former employer noting last day worked</p> <p>Last or most recent pay stubs for at least 3 months</p> <p>Copy of Unemployment Compensation or copy of Disability Compensation</p> <p>Copies of supporting documents for all current household income</p>
Loss of earnings due to natural disaster or disability	<p>Signed copy of 2022 Federal Tax return</p> <p>Copies of 2022 W2 form(s)</p> <p>Letter documenting disability or natural disaster</p> <p>Last or most recent pay stubs for at least 3 months</p> <p>Copies of supporting documents for all current household income</p>
Loss of untaxed income or benefit	<p>Signed copy of 2022 Federal Tax return</p> <p>Copies of 2022 W2 form(s)</p> <p>Documentation of untaxed benefit</p> <p>Evidence that Unemployment or Disability Compensation, etc. has ended</p> <p>Proof that one-time benefit has been spent and will not reoccur</p> <p>Copies of supporting documents for all current household income</p>
Loss of income due to separation or divorce after FAFSA application was submitted	<p>Signed copy of 2022 Federal Tax return</p> <p>Copies of 2022 W2 form(s)</p> <p>Proof of separation or divorce</p>
Death of a spouse/parent after FAFSA was submitted	<p>Signed copy of 2022 Federal Tax return</p> <p>Copies of 2022 W2 form(s)</p> <p>Copy of death certificate</p>