

STUDENT NAME

ID NUMBER

Students, parents, and stepparents may use this form to request an appeal of student aid eligibility because of extenuating circumstances not addressed on the student's 2021-2022 Free Application for Federal Student Aid (FAFSA).

**Appeal Policies:**

- Your request will not be considered without supporting documentation and required signatures.
- Appeals and supporting documents should not exceed 20 pages in length.
- Appeals may not result in additional financial aid but all documentation will be thoroughly reviewed.
- Appeals will only be considered one time per semester and will not carry over to future years.
- Student loan funds are considered available financial aid, whether or not a student chooses to utilize those funds, in determining the outcome of an appeal.
- Per federal regulation, FAFSAs selected for verification must be verified before special circumstances can be considered.

Situations that **will not be considered for appeal include:** car payments, consumer/credit card debt, high mortgage payments, matching other college/university offers, weddings, vacations, inability to liquidate assets, other discretionary costs.

**2020 or 2021 REDUCTION OF INCOME (January 1<sup>st</sup> - December 31<sup>st</sup>)**

 (Continuing unemployment or a significant reduction of income since filing the 2019 Tax Return)

**Must provide the following documentation:**

- 2020 W-2s and/or 2021 year-to-date pay stub
- 2020 Tax Return Transcript (Request at [irs.gov/transcript](https://irs.gov/transcript))
  - Do not include state tax returns
- 2021 Documentation of unemployment benefits
- Letter of explanation detailing your loss of income

	Parent's or Student's Name	Parent's or Student's Spouse's Name
<b>Estimated total gross income from work</b> Include year-to-date pay and estimated future earnings	\$	\$
<b>Other Taxable Income</b> Alimony, dividend/interest income, unemployment compensation, investment	\$	\$
<b>Nontaxable Income</b> Pensions, annuities, TANF, or child support received	\$	\$

**2021 UNUSUAL MEDICAL and/or DENTAL EXPENSES (January 1<sup>st</sup> - December 31<sup>st</sup>)**

 (Bills that are not covered by insurance)

**Must provide the following documentation:**

- Itemized list of out-of-pocket expenses not covered by insurance
- Letter of explanation detailing your paid and/or projected expenses
- Copy of your most recent statement(s)

	Paid	Projected
<b>Out-of-pocket medical expenses (if applicable)</b>	\$	\$
<b>Out-of-pocket dental expenses (if applicable)</b>	\$	\$

**PRIVATE ELEMENTARY, MIDDLE or HIGH SCHOOL TUITION**

(Tuition expenses incurred by dependent children that are attending private school during 2021-2022 academic year)

**Must attach a letter of explanation, including the following:**

- Copy of tuition bill, annual agreement, or contract
- Amount of financial aid received from school (if applicable)

Name of private ELEMENTARY, MIDDLE, OR HIGH SCHOOL	Name of Student(s)	Tuition Amount(s)

**2019 ONE TIME INCREASE IN ADJUSTED GROSS INCOME (AGI)**

(Including one time increase of IRA distributions, pensions, or rollover)

**Must attach a letter of explanation, including the following:**

- 2019 Tax Return Transcript. This can be ordered online at [irs.gov/transcript](https://irs.gov/transcript)
  - Please indicate rollover amount on signed Tax Return Transcript
- Explanation of how the increase in AGI was used

**2021 EXTENDED FAMILY SUPPORT (Jan. 1<sup>st</sup> – Dec. 31<sup>st</sup>)**
**Must attach a letter of explanation, including the following:**

- Monthly out of pocket expenses paid towards the care of an extended family member
- Name, age, relationship of relative(s) and month the support began/expected date support will end

**LOSS/REDUCTION OF CHILD SUPPORT RECEIVED**
**Must attach a letter of explanation, including the following:**

- Name and age of each child with the last date and the last amount of child support received
- Copy of child support agreement indicating end date of child support

**DIVORCE – SEPARATION – DEATH OF SPOUSE or PARENT**
**Must provide the following documentation:**

- Letter of explanation including the following information:
  - Date of divorce, separation, or death of spouse or parent
  - List current household members, relationship, age
  - Monthly child support and alimony that will be received in 2021
- For the year of the divorce or separation, provide Tax Return Transcripts and W-2s
  - Do not include state tax returns
- Copy of separation or divorce court document or documentation of separate residences (e.g. copy of utility bills)

**CERTIFICATION STATEMENT**

I CERTIFY THE SUBMITTED INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. PROVIDING FALSE OR MISLEADING INFORMATION ON THIS FORM OR ITS ACCOMPANYING DOCUMENTATION MAY RESULT IN A REFERRAL TO THE UNIVERSITY'S CONDUCT BOARD AND/OR THE FEDERAL OFFICE OF THE INSPECTOR GENERAL. I HAVE READ EACH SECTION, INCLUDING THE APPEAL POLICIES AT THE BEGINNING OF THIS FORM, AND HAVE PROVIDED THE REQUIRED DOCUMENTATION. I UNDERSTAND THAT UNDERESTIMATING PROJECTED INCOME COULD RESULT IN REDUCED ELIGIBILITY AND/OR REPAYMENT OF AID AND/OR DENIAL OF FUTURE REVIEWS/APPEALS.

STUDENT NAME

 STUDENT SIGNATURE, *required*

DATE

PARENT NAME

 PARENT SIGNATURE, *for dependent students*

DATE