

## 2024-2025 Special Circumstances Appeal

This appeal may be submitted to request a review of your financial aid eligibility due to changes in your circumstances as described in the categories below. If you are requesting an adjustment due to changes in employment or unemployment income, you must submit a Change in Employment Appeal form.

### Only submit this form if:

- You have already completed the 2024-25 FAFSA
- You have completed and/or submitted any additional information requested by the Office of Financial Aid
- You have NOT already filed this appeal for the 2024-25 year

*Only one appeal may be submitted per award year*

### Important

Complete all sections of this appeal and attach required documentation. Incomplete appeals will not be reviewed. Submission of this appeal does not ensure a change or increase to your award. Appeals are reviewed regularly and a Financial Aid Officer will notify you of the result. Additional forms may be required. Please allow up to four weeks for review and processing of this appeal, and be sure to check your email/texts for any additional information requests or needed documents.

### Individual Requesting Appeal (check one)

- Parent Special Circumstance       Student/Spouse Special Circumstance

### Appeal Categories & Required Documentation (check all that apply)

1. A typed or handwritten letter of explanation (signed and dated) is required for every appeal category
2. Special Circumstances Appeal Worksheet

**One-Time Income**

You, your spouse, or parent(s) received a one-time income (other than wages) in 2022 and did not or will not receive that income in calendar year 2023 or 2024 (e.g. 401k rollover, inheritance or gift, etc.).

- Documentation from benefit agency indicating date of termination and a summary of benefits received
- Any other applicable documentation: \_\_\_\_\_

**Loss or Reduction of Benefits**

You, your spouse, or parent(s) received income (other than wages) or benefits in 2022 and had a loss or reduction of that income/benefit in calendar year 2023 or 2024 (e.g. child support, disability, etc.)

- Documentation from benefit agency indicating date of termination and a summary of benefits received
- Any other applicable documentation \_\_\_\_\_

## 2024-2025 Special Circumstances Appeal

### Appeal Categories & Required Documentation (continued)

**Marriage / Divorce / Separation / Death:**

After filing the FAFSA, you or your parent(s) have married, separated, or divorced, OR a spouse or parent has died

- ALL Categories: Provide copies of 2023 tax return(s) and W-2(s) for both parties on tax return
- Marriage: Provide copy of marriage certificate
- Legal Divorce/Separation: Provide copy of legal divorce decree or separation documents
- Non-legal Separation: Provide proof of separate residences (i.e. bills, rental agreements, IDs, etc.)
- Death: Provide copy of death certificate, obituary, or funeral program; include explanation of student's relationship to the deceased.

**Unusual Debt or Expenses:**

You, your spouse, or your parent(s) incurred unusual debt or expenses in calendar year 2023 and/or 2024 that has created financial hardship (e.g. medical, dental, legal, dependent care, etc.)

- Provide copies of documentation to verify incurred expense or debt (e.g. bills, receipts, insurance or legal documentation)

**Other**

You, your spouse, or your parent(s) has a situation not described in one of the above categories that you would like to have reviewed by the Office of Financial Director.

- Any other applicable and supporting documentation

***I certify that all information reported in this appeal and accompanying documentation is complete and accurate to the best of my knowledge and ability. I understand that any false statement or misrepresentation may be cause for reduction and/or repayment of federal, state or institutional financial aid. I also agree to provide additional documentation of the information provided if requested by the Director of Financial Aid or Financial Aid Officer.***

Name (Please Print): \_\_\_\_\_ Last Four Digits of Social Security: \_\_\_\_\_

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

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