Special Circumstances Appeal Form 2015/16 Aid Year

Purpose: If special conditions exist that might change your need for financial aid, check the box(es) that apply and submit this form. Complete only those sections that apply to you. Appeals must be submitted no later than 30 days prior to the end of the enrollment period for which you are seeking financial aid. Incomplete or late submission of this appeal may jeopardize your financial aid.

Requirements: You must have submitted a FAFSA for 2015-2016. You must include all required documents. This completed form and all required documentation must be submitted no later than 30 days prior to the end of the enrollment period.

Your name (print): ___________________________________________ University ID: ___________________________

Phone: ___________________________ E-mail: ______________________________________________________________

I give permission to the Office of Student Financial Assistance to verify any information that I provide on this form. I understand that this verification may include a request for my tax documents. I certify that all of the information provided on this form is correct to the best of my knowledge. I understand that if I purposely give false or misleading information on this form I am liable for cancellation or repayment of all or part of my financial aid.

Complete only the sections that apply to you. Do not make changes or add to this form.

Sections 1-5: Completing section 1, 2, 3, 4, and/or 5 may allow an increase in your estimated cost of attendance (budget). A cost of attendance/ budget increase does not guarantee that your financial aid will be adjusted. If you have already borrowed the maximum Federal Stafford Loan amount for your loan aggregate and/or academic year, please consider alternative sources of funding.

Please check the type of expenses that are applicable to the student/family member(s) circumstance.


   Required Documentation: List the amount of vehicle repairs and attach receipts.

   Total amount of vehicle expense(s) $________________________


   This section will only apply if you live outside of county in which your campus is located.

   Miles from home to campus__________ Number of times each week that you make this commute ______

☐ 3. Purchase of a personal computer between August 24, 2015 and April 25, 2016

   There is a onetime computer allowance for undergraduate and graduate students

   Required Documentation: Receipt to show proof of purchase.

   Total amount of computer $________________________

**Required Documentation:** Invoice from provider, cancelled check or a receipt. List below the ages of dependents receiving professional care or care by a non-profit. List below the total cost of professional care you pay for dependents while attending classes.

**Ages of dependents receiving daycare** ________________

**Total cost of professional care while attending classes** $ ________________

5. Student housing changed from living with a parent to living off campus in a separate household

**Required Documentation:** Letter from landlord or mortgage provider.

**New address** ___________________________________________ ___________________________________________ ___________________________________________

Street Address City/State Zip Code

Section 6-8: Completing section 6, 7 and/or 8 may reduce your *Expected Family Contribution* (EFC). The EFC is used to determine federal student aid, which includes grants and loans. Items 6 and 7 require the completion of the worksheet on the last page of this form.

6. Decrease in income between 2014 and 2015

**Required Documentation:** Completed verification worksheet, 2014 federal tax return transcript, 2014 W-2s, letter from former employer verifying last day worked, last pay stub and completed chart. After January 31, 2016 all 2015 W2’s are required.

Circle the party for which income changed between 2014 and 2015. It may be helpful to refer to copies of your FAFSA data for 2015/16 and/or 2014 tax returns.

- Independent students:  Student  Spouse
- Dependent Students:  Parent(s)

7. Separated, divorced, or widowed since filing the FAFSA

**Required Documentation:** Proof of lost income (statement on separation, divorce decree or death certificate) and completed chart with estimated amounts for 2015.

Please Circle one of the following:

- Separated
- Divorced
- Widowed

______________________________

MM/DD/YY

8. Parent in College

**Required Documentation:** Copy of class schedule and invoice from Bursar.

Please fill in the blanks below:

______________________________

Parent’s Name

______________________________

Parent’s Social Security Number
Worksheet Calendar Year 2015
MUST BE COMPLETED FOR ITEMS 6 AND 7

IMPORTANT: Be sure to enter a zero in any blanks with no income

<table>
<thead>
<tr>
<th>Income for January 1, 2014 to December 31, 2014</th>
<th>Dependent</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s gross earnings. (wages, salaries, net business or farm income - <strong>do not include</strong> Federal Work-Study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse’s gross earnings. (wages, salaries, net business or farm income - <strong>do not include</strong> Federal Work-Study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent one gross earnings. (wages, salaries, net business or farm income - <strong>do not include</strong> Federal Work-Study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent two gross earnings. (wages, salaries, net business or farm income - <strong>do not include</strong> Federal Work-Study)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other taxable income. (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, taxable Social Security)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other untaxed income and benefits, such as worker’s compensation, untaxed portions of railroad retirement benefits, Black Lung Benefits, disability, etc. Don’t include student aid, Workforce Investment Act educational benefits, or benefits from flexible spending arrangements, e.g. cafeteria plans.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>