Special Circumstances Appeal Form 2017/18 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 2017-2018. 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.

Student’s Signature ___________________________ Date ________________

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.

☐ 1. Vehicle repair expenses between August 21, 2017 and April 23, 2018

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

   Total amount of vehicle expense(s) $_________________________

☐ 2. Mileage expenses between August 21, 2017 and April 23, 2018

   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 21, 2017 and April 23, 2018

   There is a onetime computer allowance for undergraduate and graduate students

   **Required Documentation:** **Receipt** to show proof of purchase.

   Total amount of computer $_________________________
4. Dependent care between August 21, 2017 and April 23, 2018

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.

6. Decrease in income between 2015 and 2016

Required Documentation: Completed verification worksheet, 2015 federal tax return transcript, 2016 federal tax return transcript, 2015 W-2s, 2016 W-2s, and letter from former employer verifying last day worked.

Circle the party for which income changed between 2015 and 2016.

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), 2015 tax transcript, 2016 tax transcript, 2015 W-2s and 2016 W-2s.

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