



Student's Name: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

You have requested that we review your student's eligibility for financial aid in the 2021-2022 academic year. Upon special request we can re-evaluate certain family changes which impact your ability to contribute to your educational costs. In some cases the information, though not reflected on the student's application for financial aid, may change a student's eligibility for financial aid. Please provide the following specific information regarding your current (2021) financial situation. **Appeals cannot be reviewed until all requested information has been received.**

Check	I am requesting a review based on the following reason	Required Documentation	Action Required By Parent
	Medical expenses paid by family that are not covered by insurance <i>Please note uninsured medical expenses must be more than 11% of your 2019 Adjusted Gross income to be considered</i>	1) Copies of bills that have been <b>paid</b> or receipts of paid bills (including medications)	1) Signed letter of explanation 2) This form completed & signed 3) Supporting documentation attached
	No longer receiving child support.	1) Documentation of date support ended (such as divorce decree, or child support agreement)	1) Signed letter of explanation 2) This form completed & signed 3) Supporting documentation attached
	Income changes from 2019-2021 due to ( <b>circle one</b> ): - Disability - Unemployment - Hours changed - Other	1) Statements from employer, termination letter, paystubs (past and present), unemployment letter or print out, other documents as determined	1) Signed letter of explanation 2) This form completed & signed 3) Supporting documentation attached
	Receipt of one time income like inheritance, IRA or pension distribution, etc.	1) A copy of taxes that one time income appears on, and any documents showing the one time income 2) Documentation of what the one time payment was used for (such as receipts, paid medical bills, documentation of retirement rollover)	1) Signed letter of explanation 2) This form completed & signed 3) Supporting documentation attached
	Divorce of Student/Spouse Death of a Spouse	1) Divorce decree or death cert. 2) Documentation of second household (lease, utility bills) showing parents are no longer living together 3) Information on child support (official or unofficial)	1) Signed letter of explanation 2) This form completed & signed 3) Supporting documentation attached

## Expected Income for 2021

Please list your expected income and benefits, both taxable and nontaxable, for the 2021 calendar year (January through December). If you are currently divorced or separated, or if your spouse is deceased, do not include his or her income for 2021. If the answer is zero, enter "0" or N/A.

2021 earnings from work by the student (include self-employment)	\$ _____
2021 earnings from work by the spouse (include self-employment)	\$ _____
2021 interest and dividend income	\$ _____
2021 other taxable income (unemployment, rental income, alimony, etc.)	\$ _____
2021 other nontaxable income/benefits (Child support, social security, etc.)	\$ _____

## Appeal Action Check List

Before submitting to the Financial Aid office, be sure you have provided the following:

- Provide** signed letter of explanation (outlining current financial situation)
- Provide** supporting documentation (as outlined on front of this form)
- Provide** W2s ,schedule C, F and 1099 (if applicable) forms for student\*
- Provide** W2s, schedule C, F and 1099 (if applicable) forms for spouse\*
- Update** your 2021-2022 FAFSA with 2019 tax information using the IRS Data Retrieval Process
- Return** completed 2021-2022 Verification Worksheet
- Return** 2021-2022 Award Acceptance, where student has accepted all offered aid (students who do not accept offers of "self help" such as Direct Federal Loans, are not eligible for an appeal)

We/I certify that the information contained in our appeal packet accurately portrays our family's current financial situation. We/I understand that should the family's situation change from that represented here we/I must notify the office of any such change, such as but not limited to an unemployed parent finding new work, one time income being repeated or unemployment benefits being extended.

Starting the appeals process does not guarantee that more funding will be provided. Any balance currently on the student's account should be settled by the stated due date to avoid penalties.

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