

2023-2024 FINANCIAL AID APPEAL FORM
 PLEASE COMPLETE AND ATTACH ALL OF THE REQUESTED INFORMATION

After you have received your initial financial aid decision, you may appeal your financial aid based on significant and/or unforeseen changes in circumstances that affect your ability to cover your college costs. We will review your appeal and supporting documentation to determine if any adjustments should be made. You will be contacted if we need additional documentation or information. You will be notified in writing about the outcome of your appeal, and any adjustments to your financial aid.

STEP 1: STUDENT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Student ID</i>	<i>Date of Birth</i>
<i>Street Address</i>		<i>City</i>	<i>State</i> <i>ZIP</i>
		Phone / E-Mail (Circle One)	
<i>Student's Phone Number</i>	<i>Student's E-Mail Address</i>	<i>Best Way to Contact Student</i>	
		Phone / E-Mail (Circle One)	
<i>Parent(s)' Phone Number (if applicable)</i>	<i>Parent(s)' E-Mail Address (if applicable)</i>	<i>Best Way to Contact Parent (if applicable)</i>	

STEP 2: APPEAL REASON

CHECK ONLY **ONE**:

- Loss of income in **2022** and/or in **2023**. CONTINUE TO **STEP 3**.
- High unanticipated expenses (e.g., medical/dental, home repair, etc.) paid out of income. SKIP TO **STEP 4**.
- Separation, divorce, or death of a parent. SKIP TO **STEP 5**.
- Other circumstances not listed. SKIP TO **STEP 6**.

STEP 3: LOSS OF INCOME IN 2022 AND/OR IN 2023

If you have lost your job, or your income has decreased, you **must** estimate your income using the chart below. Supporting documentation **must** be attached to this form or your appeal **will not** be reviewed. Examples of supporting documentation can include: Termination Letters, Unemployment Determination Letters, etc. **If your situation changes and your estimate is no longer accurate, you must contact the Office of Student Financial Assistance immediately. We can request copies of your 2022 and/or 2023 Federal Tax Return Transcripts in order to verify that your estimations were accurate.**

After completing the chart below, SKIP TO **STEP 7**.

	2022 PARENT	2023 PARENT	2022 STUDENT	2023 STUDENT
What will be your estimated adjusted gross income? <i>Include unemployment earnings, severance pay, and any other taxed income not listed.</i>	\$	\$	\$	\$
What will be your estimated income earned from work (wages)?	\$	\$	\$	\$
What amount of Welfare (TANF) or Social Security Benefits (SSI) do you anticipate receiving?	\$	\$	\$	\$
What amount of untaxed income not reported on your federal tax return do you anticipate receiving? <i>Examples include: tax-deferred pension, IRA, child support, cash received, and other untaxed income not listed here.</i>	\$	\$	\$	\$

STEP 4: HIGH UNANTICIPATED EXPENSES (E.G., MEDICAL/DENTAL, HOME REPAIR, ETC.) PAID OUT OF INCOME

If you have **paid** expenses that are **not** covered by insurance or assets, please attach copies of **all** bills and payment receipts. Then, SKIP TO **STEP 7**.

STEP 5: SEPARATION, DIVORCE, OR DEATH OF A PARENT

Please attach copies of Separation Agreements or proof of separate addresses, Divorce Agreements, or Death Certificates. If a joint 2021 Federal Tax Return was filed, attach all 2021 W-2 forms. Then, SKIP TO **STEP 7**.

STEP 6: OTHER CIRCUMSTANCES NOT LISTED

If the options listed on this form do not apply to you, please attach a separate letter describing your situation. Since Financial Aid Appeals are reviewed on a case-by-case basis, the more we know about your situation, the better we can determine your financial needs. Please attach documentation that will support your appeal. Then, SKIP TO **STEP 8**.

STEP 7: DESCRIPTION OF YOUR SITUATION

Financial Aid Appeals are reviewed on a case-by-case basis. Therefore, the more we know about your current situation, the better we can determine your need. Please attach a separate letter describing your situation. Then, CONTINUE TO **STEP 8**.

STEP 8: VERIFICATION

CHECK ONLY **ONE**:

_____ I was selected for Verification this year. I have completed the 2023-2024 Verification Worksheet, and have already submitted all of the requested Verification information to the Office of Student Financial Assistance. CONTINUE TO **STEP 9**.

_____ I was selected for Verification this year. I have **NOT** completed the 2023-2024 Verification Worksheet or submitted the requested Verification information to the Office of Student Financial Assistance. I am submitting a completed 2023-2024 Verification Worksheet and the requested Verification information **WITH** my Financial Aid Appeal. CONTINUE TO **STEP 9**.

_____ I was **NOT** selected for Verification this year. I am submitting a completed 2023-2024 Verification Worksheet and the requested Verification information **WITH** my Financial Aid Appeal. CONTINUE TO **STEP 9**.

*Your Financial Aid Appeal will **NOT** be reviewed without all Verification documents on file.*

STEP 9: CERTIFICATION

By signing this form, I attest that this information is true and correct to the best of my knowledge.

Student Signature Date

Parent **OR** Spouse Signature (if applicable) Date

*If you are a Dependent student, your parent **MUST** sign this form.
To determine your dependency status, visit:
<https://studentaid.gov/sa/fafsa/filling-out/dependency>*

	Office of Student Financial Assistance Use ONLY
OSFA staff member reviewing Financial Aid Appeal:	
Was the Financial Aid Appeal approved? (Y or N)	
If Y, what was the result of the appeal?	
If N, why was the appeal denied?	
Date student was notified of the results of the appeal:	