



College Student Special Circumstances Appeal Form 2024-2025

Student First Name _____ Student Last Name _____
Student Birthdate _____ Student ID _____

The Office of Financial Aid individually reviews each application for financial aid eligibility. We realize that sometimes the formal applications may not capture some of the extenuating financial circumstances which impact a family's finances. In order to provide you with financial aid based on your particular situation, we ask that you provide further explanation of your special circumstances on this form.

Please check the box representing your family's situation, as listed below, and provide the requested documents in addition to a detailed statement outlining your family's special circumstances.

- Loss or reduction of employment (including income reduction due to COVID-19 Pandemic)
- ✓ Statement from employer explaining termination/decrease in hours
 - ✓ Most recent (or final) pay stub demonstrating this change along with previous paystub showing typical income
 - ✓ If applicable, information on severance payments from employer
 - ✓ If applicable, unemployment benefits statement
 - ✓ 2023 Federal Tax Return, including all schedules and W-2 Forms (if appeal submitted after January 1st, 2024)
- Business Losses (including losses due to COVID-19 Pandemic). Please submit the requested documentation that best reflects your situation:
- ✓ Last six months of business bank account statements showing reduction of business income
 - ✓ General ledgers showing reduction of business income
 - ✓ If applicable, quarterly tax filing documents (i.e. Form 941) showing staffing/payroll reduction
- One-time income (pension payout, inheritance, employer reimbursements)
- ✓ Documentation of distribution and explanation of one-time payout
- Medical or dental expenses in excess of 11% of your parent(s) Adjusted Gross Income
- ✓ Documentation of excessive costs not covered by insurance
 - ✓ If costs were incurred in 2023, include the 2023 Federal Tax Return, including all schedules and W-2 Forms

