



GRADUATE STUDENTS ARE NOT ELIGIBLE FOR SPECIAL CIRCUMSTANCES

STUDENT NAME

DATE

Required Documentation For All Appeals

Submit the following information with this form:

- A signed letter clearly explaining your special circumstances with documentation appropriate to your situation as described in the sections that follow.
- 2019 Tax Return Transcripts. If you filed 2020 taxes, also provide your 2020 Tax Return Transcript.
- Verification Worksheet

In addition, submit the following documentation appropriate to your situation

Involuntary loss or significant reduction of income and/or benefits:

- Estimated Income Worksheet
- Termination/Severance Letter
- Final Earnings Statement from previous employer
- Unemployment documentation - letter must state the Maximum Benefits Available

Change of Marital Status - Recently married, separated or divorced:

- Copy of Original Marriage Certificate
- Provide copy of legal separation/divorce agreement (court-ordered or letter from attorney)
- Proof of separate addresses (i.e. utility bills)
- Signed copy of lease agreement for parent no longer living at address on file

Death of Parent or Spouse:

- Provide copy of death certificate

Update or Correction of Information submitted on Initial FAFSA:

- Verification Forms (Contact the Office of Financial Aid to determine which forms need to be submitted)

One-time Income Received in 2019 that you WILL NOT receive again:

- Examples of one-time income include: severance pay, alimony, child support, etc.

Significant and/or recurring Medical, Dental or Elder Care expenses not covered by insurance for family members in your household

- Expenses that were not reported on Schedule A of your 2019 Federal Income Tax Return
- Copy of billing statements from the medical, dental or elder care provider(s), and proof of payment (e.g., credit card statements, copies of canceled checks, bank account withdrawals, etc.) for expenses paid out of pocket in 2019

Other

- Any special circumstances not mentioned above

Signature

Date

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