

2012-2013 SPECIAL CIRCUMSTANCES APPEAL for **Dependent Students**

Directions:

- ◀ This form cannot be submitted before July 1st of current year.
- ◀ This form **MUST** be completed in its entirety and brought with you to your appointment along with supporting documentation of your claim.
- ◀ Pursuing this appeal does not guarantee approval.
- ◀ If you have not already done so, you must contact the FA Office at 609.343.5082 and schedule an appointment to meet with a FA representative for your appeal.
- ◀ Any information reported on your 2012-2013 FAFSA will be corrected prior to evaluation of this appeal. *(Please note that these errors could reduce the amount of aid that you are currently receiving)*
- ◀ All incomplete forms will be returned and you may be asked to provide additional documentation.

Student Information (Please print)

NAME _____ SS# _____
ADDRESS _____ PHONE _____
_____ CELL _____

Reason for Appeal – Student or Parent (Select all that apply)

- Significant reduction in income from 2011-2012.
- Loss of taxed or untaxed income or benefits.
- Death of a parent.
- Loss of employment.
- One-time income.
- Unusual medical expenses not covered by insurance.

The following documentation *MUST* be submitted for ALL appeals:

- ✓ **A written and signed personal statement explaining in full detail your special circumstance situation. If parental income has been reduced you will need detailed letter from the parent also. These letters *MUST* be specific with income information from 2011, dates and sources of that income, and an explanation of when and why the income changed. Please also include a projection of your income sources and amounts from current date until December 31, 2012 for both student and parent.**
- ✓ **A signed copy of yours and your parent’s 2011 Federal Income Tax returns and ALL 2011 W2’s. If you were selected for “Verification” and have already submitted your tax information you do not have to resubmit unless requested.**

Based on the “Reason for Appeal” you selected above, please submit ALL required information listed.

(Example: If you checked “Loss of Employment” you will need to submit all documentation listed under that heading and you will do this for each reason you checked)

FOR LOSS OF EMPLOYMENT SUBMIT THE FOLLOWING (Student and/or parent):

- Copy of notice of separation from the employer showing your employment status, date of termination, or reduced hours, year to day gross earnings, and amount of severance benefits, if received.
- Last paystub received from all positions held in 2012.
- Most recent paystub from current position.
- Documents related to unemployment benefits, including eligibility statement, and most recent unemployment paystub.

FOR LOSS OF TAXED OR UNTAXED INCOME OR BENEFITS SUBMIT THE FOLLOWING (Student and/or parent):

- Copy of the termination notice from the granting agency/company, court order, or document from caseworker.

FOR ONE-TIME INCOME SUBMIT THE FOLLOWING (Student and/or parent):

- Copy of documentation from an employer, the court, or a social agency to support your written statement.
- If rollover into an IRA, a statement from the investment company that indicates the amount converted to an IRA.

FOR DEATH OF A PARENT SUBMIT THE FOLLOWING:

- Copy of surviving parent’s 2011 W-2.
- Photocopy of the death certificate.

FOR UNUSUAL MEDICAL EXPENSES NOT COVERED BY INSURANCE SUBMIT THE FOLLOWING:

We will ONLY consider expenses already paid by the student or parent.

- Statement from physician that documents an unusual medical condition or disability.
- Copies of receipts or cancelled checks must accompany billing statements for all appropriate bills, billing statement must clearly indicate portions that have been paid by your insurance company or other agency.

You MUST complete the following “Projected Income for 2012” table in its entirety before you come to your appointment. *You are required to provide additional documentation that supports your estimates. Please report **GROSS** income for each month that has passed and estimate income for the remaining months of **2012**. Round all figures to the nearest dollar and **DO NOT LEAVE ANYTHING BLANK**. If there is no income for a listed category, please write “0” in the space provided. Be sure to calculate ALL totals.*

MONTH	STUDENT’S EARNINGS	FATHER’S EARNINGS	MOTHER’S EARNINGS	AFDC/ADC	CHILD SUPPORT	SOCIAL SECURITY	OTHER TAXABLE	OTHER NON-TAXABLE	TOATAL
January									
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
GRAND TOTAL									

Certification

To the best of my knowledge, I certify that the information in the appeal and the documentation that I have submitted is accurate. I understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellations and repayments of my financial aid.

Student Signature

Date

Parents Signature

Date