

2011 – 2012 SPECIAL CIRCUMSTANCES APPEAL FORM

The Financial Aid Office (FAO) recognizes that students and their families may have extenuating financial circumstances that the Free Application for Federal Student Aid (FAFSA) does not consider. The FAO reviews such circumstances. Notice: Submission of this Special Circumstances Request form does **NOT** guarantee a favorable change in your financial aid eligibility or award(s). All students requesting a Special Circumstance Appeal **will be selected for verification**.

Appeals are reviewed on a case-by-case basis by a Financial Aid Administrator. Supporting documentation **MUST** be provided before a request can be considered. The Financial Aid Administrator has the right to deny any request. Whether you receive additional financial aid will depend on your new eligibility status and the availability of funds. **All appeal decisions are FINAL.**

Student ID#	Phone #
LName	FName

Requirements and Instructions:

1. FAO must have your 2011 – 2012 FAFSA on file.
2. On page 2, check **only one** situation for which you are requesting a special circumstances review.
3. Submit a completed 2011 – 2012 Verification Worksheet, which is available from FAO and on the FAO website at http://financialaid.umc.edu/student_financial_aid/documents/VerificationProcedures.html.
4. Submit the following 2010 tax documents:
 - Dependent students:
 - Submit a signed copy of your parent(s)' 2010 federal 1040
 - Submit a copy of your parent(s)' W-2 form(s).
 - Submit a signed copy of your 2010 federal 1040.
 - Submit a copy of your 2010 W-2 form(s).
 - Independent students:
 - Submit a signed copy of your (and your spouse's, if married) 2010 federal 1040.
 - Submit a copy of your (and your spouse's, if married) 2010 W-2 form(s).
5. Submit a letter with this appeal, explaining the circumstances of your family's current financial situation.
6. Submit all requested documents, along with appeal form, to the Financial Aid Office.

NOTE: Many financial aid programs have specific deadlines, in which late submission of this appeal may result in a denial as the deadline to process aid eligibility has passed. Please submit the appeal a minimum of 4-6 weeks prior to the start of the semester for which you are requesting a review of your eligibility.

Incomplete appeals will result in a delay in processing time.

PLEASE CHECK THE BOX NEXT TO THE SITUATION(S) THAT APPLIES TO YOUR FAMILY

SPECIAL CIRCUMSTANCES	REQUIRED DOCUMENTS
<input type="checkbox"/> Divorce or Separation AFTER FAFSA has been filed (Student or Parent) <i>A student who married after the initial FAFSA was filed is not eligible for a professional judgment based on becoming married. This is a policy of the U.S. Dept. of Education.</i>	<ul style="list-style-type: none"> • Copy of divorce decree or documentation of separation (Separate Maintenance Agreement or attorney's letter) Dependent students must also provide confirmation of who will be their custodial parent during the academic year. • Proof of separate residences. • Documentation verifying child support that student and/or parent is receiving for minor children.
<input type="checkbox"/> Retirement (Student or Parent)	<ul style="list-style-type: none"> • Letter of separation from employer. • Copy of last pay stub showing earnings. • Statement of retirement benefits.
<input type="checkbox"/> Death of Parent or Spouse AFTER FAFSA has been filed	<ul style="list-style-type: none"> • Copy of death certificate or obituary notice.
<input type="checkbox"/> Loss of Employment due to Layoff or Termination (Student or Parent) <i>There must be at least 3 months of lost income. Note; we cannot use any documentation that reflects future events. (e.g. resignation from job)</i> <i>Please be aware that unless the income loss is permanent in nature, we cannot process an appeal of this type before June 2011. It is premature to project 2011-12 income before the academic year even begins.</i>	<ul style="list-style-type: none"> • Letter from employer on company letterhead that includes the last date of employment or reduction in wages. • Copy of unemployment benefits OR statement of ineligibility. • Severance/buy-out package provided – Yes or No If yes, provide documentation (severance agreement) • Documentation of year-to-date income. • Disability benefits received – Yes or No If yes, provide documentation of benefits
<input type="checkbox"/> Loss of Other Income (e.g. child support, social security benefits) (Student or Parent)	<ul style="list-style-type: none"> • Letter providing notification of benefit termination or reduction, stating effective date and new monthly amounts if applicable, as well as the type of benefit affected.
<input type="checkbox"/> Non-recurring 2010 income (e.g. IRA distribution, pension distribution, inheritance, etc.) (Student or Parent)	<ul style="list-style-type: none"> • Documentation of income type and amount. • Documentation of how the funds were spent or invested.
<input type="checkbox"/> Change in Employment Status, from Full-time to part-time, or reduction in wages.	<ul style="list-style-type: none"> • Letter from employer on company letterhead that includes the change and effective date. • Documentation of year-to-date income. • If you reduced the number of work hours for the purpose of attending school, please provide a letter to explain.
<input type="checkbox"/> Parent's 2011-12 College Enrollment (Parent's of Dependent student only)	<ul style="list-style-type: none"> • Documentation from the college of parent's enrollment in a program leading to a degree or certificate, including the program of study and the program beginning and ending dates.
<input type="checkbox"/> Non-reimbursed Medical or Dental Expenses PAID <i>To make adjustments in this area, you must document whether you have out-of-pocket expenses beyond the set amount for medical care that is already figured into the federal EFC formula. Copies of unpaid bills cannot be used. Voluntary medical and/or dental procedures do not qualify.</i>	<ul style="list-style-type: none"> • Documentation for non-reimbursed medical/dental expenses and proof of payment. • Include Schedule A (if filed) of the federal 1040, OR • Letter from medical provider that details: <ol style="list-style-type: none"> 1. Original medical/dental expense, patient's name, and date of service 2. Amount paid (or to be paid) by insurance – and any other amount to be adjusted off the balance due 3. Amount actually paid on this service by the individual 4. The name, address, and phone number of the medical/dental provider

CHECKLIST

1. Completed form – signed
2. Copies of 2010 (and 2011 if/when available) federal income tax returns (e.g. completed 1040). THESE ARE REQUIRED or we cannot process. Do not substitute state income tax forms. Did you already provide these documents for the “verification” process? (If so, you do not have to submit them again.) _____ Yes _____ No
3. Copies of W2’s and/or other income documents such as benefits statements. Did you already provide these documents for the “verification” process? (If so, you do not have to submit them again.) _____ Yes _____ No
4. Personal Statement – Please attach a letter that explains your special circumstances. Also list ALL income currently received by your household. Be sure to include all relevant information and dates of events. Statements should be signed and dated.
5. Other documentation that supports request
6. All documents must be submitted to the Financial Aid Office.

CERTIFICATION STATEMENT
(Please read carefully before signing.)

By signing below, I affirm that all information contained in or attached to this request for a reevaluation of my financial aid eligibility (including any attached personal statements and/or other documentation) is true and correct to the best of my knowledge, and the information is complete.

I understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, this request will be denied and that any eligibility for federal and state student aid may be suspended or canceled.

I understand that if my appeal is approved, the recalculation of my eligibility does not guarantee receipt of additional aid.

Student’s Signature

Date

Parent (if dependent) or Spouse Signature

Date

Appeals are processed as quickly as possible, but may take several weeks during peak periods (June through September).