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## 2024-2025 Dependent Student Special Circumstances Appeal

The 2024-2025 Free Application for Federal Student Aid (FAFSA) is based on 2022 income information. However, if your family's 2022 income is no longer an accurate reflection of your current financial situation, then you may submit a Special Circumstances Appeal.

This appeal process is a request for the Office of Financial Aid to consider your family's most recent income information and potentially adjust the data elements in the FAFSA. Adjustments to the FAFSA could have an impact on your Student Aid Index (SAI) and eligibility for financial aid.

Appeals will be processed only after a student has been packaged with financial aid and after all required and applicable documents have been received.

### Section A: Student Information

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

MI

\_\_\_\_\_

Christopher Newport Student ID #

### Section B: Documentation Required for All Appeals

Regardless of the reason for your request, all Special Circumstance review requests **must include** the following documentation.

2024-2025 Dependent Special Circumstances Appeal Form

Detailed narrative describing the purpose of the request (signed and dated). The written explanation will be used by the appeals committee to determine if the circumstance described warrants an appeal.

[2024-2025 Dependent Student Asset Verification Form](#)

Parent 2023 Tax Information:

- [Signed 2023 1040 Form](#) for parent(s) (including all Schedules), OR;
- 2023 [IRS Tax Return Transcript](#) for parent(s)

All 2023 W2s for parent(s)

## Section C: Reason and Additional Required Documentation

In addition to the documents in Section B, please select the reason for your request and provide the applicable documentation for that circumstance.

Circumstance	Required Documentation
Parent's Loss of Employment or Reduction of Income	<ul style="list-style-type: none"> <li>• Letter(s) of separation from employer listing last date of employment                             <ul style="list-style-type: none"> <li>○ Must receive letter for each 2023 employer if no longer working there.</li> </ul> </li> <li>• Final pay stub(s) from previous employer(s)</li> <li>• Unemployment Benefits (if applicable)</li> <li>• Severance agreement (if applicable)</li> <li>• Most recent pay stub, if re-employed</li> </ul>
Divorce/separation of parents on the FAFSA	<ul style="list-style-type: none"> <li>• Divorce decree/separation agreement (if applicable)</li> <li>• If above is unavailable, documentation of separate living situation (ex. Separate addresses listed on state ID cards or current utility bills)</li> </ul>
Death of parent(s) on the FAFSA	<ul style="list-style-type: none"> <li>• Copy of death certificate</li> </ul>
Out of Pocket Medical Expenses	<ul style="list-style-type: none"> <li>• Signed copy of 2023 Schedule A (if you used itemized deductions) <u>OR</u></li> <li>• Copy of medical bills with proof of payment                             <ul style="list-style-type: none"> <li>○ Only <u>paid</u>, out of pocket expenses can be considered. Bills currently unpaid or paid by insurance are not eligible.</li> </ul> </li> </ul> <p><i>Note: Financial Aid eligibility already accounts for a portion of medical expenses. Please be aware that even if we can verify medical expenses, it may be less than the threshold of what was already taken into consideration and will not result in a change in eligibility.</i></p>
Other (please specify in detailed narrative)	<ul style="list-style-type: none"> <li>• May vary depending on specific circumstances</li> </ul>

***Please note:*** Requests that do not provide all required documentation from Sections A & B will not be considered complete and will not be reviewed until all applicable documentation is received.

## Section C: Signatures (must be written signatures, not electronic)

I understand that this appeal will not be reviewed until all required documentation is received. In addition, the Office of Financial Aid may request additional documentation as needed. I understand that submission of this appeal does not guarantee additional financial aid.

I authorize the Office of Financial Aid to make the applicable adjustments to my FAFSA to reflect our special circumstances.

The person signing below certifies that all of the information reported is complete and correct. The student whose information was reported on the FAFSA must sign and date.

WARNING: If you purposely give false or misleading information, you may be fined, sent to prison, or both.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_