



## 2023-2024 Special Circumstances Appeal Form

**Purpose:** The Financial Aid Department recognizes that you may have extenuating circumstances that affect your financial situation. If you believe the Free Application for Federal Student Aid (FAFSA) does not reflect an accurate financial picture, you may submit this request to have your FAFSA reviewed. The following are examples of extenuating circumstances: layoffs, reduction of income or benefits, unusual medical and dental expenses, supporting other relatives, elementary and secondary school costs, child-care and dependent-care costs.

**Requirements:**

- You must have submitted the FAFSA for 2023-2024. This can be done online at [www.fafsa.gov](http://www.fafsa.gov).
- This completed form. Note that this form and all required documentation must be submitted no later than 30 days prior to the end of the enrollment period.
- If you did not utilize the IRS Data Retrieval Tool when completing the FAFSA, include a copy of the student’s and parents’ 2021 Tax Transcripts (or a **signed** copy of the 2021 Federal Tax Return) and all W-2 forms.
- A completed Verification Worksheet, available at <https://www.uww.edu/financialaid/forms>
- A typed, dated, and signed narrative detailing the circumstances that is leading to this request. Be specific- provide dates and clearly identify the person to whom the narrative refers.

Upon receipt of all required documentation, appeals will be reviewed by the Financial Aid Office to determine if the circumstances comply with the Department of Education’s regulations governing special circumstances appeals. During peak processing times, please allow 4 - 6 weeks for processing.

By signing this form,

- I give permission to the Financial Aid Office to verify any information that I provide on this form. I understand that this verification may include a request for my tax documents.
- I certify that all of the information provided on this form is correct to the best of my knowledge.
- I understand that if I purposely give false or misleading information on this form, I am liable for cancellation or repayment of all or part of my financial aid.
- I understand that reporting a Special Circumstance does not guarantee a recalculation of my EFC and/or an increase in financial aid funding.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student’s Printed Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Please complete the section of the form that applies to you:** Each section will describe the documentation that will be required in addition to what is listed at the top of this form.

### Reduced Income:

**1. Change in marital status- including divorce/separation and loss of parent/spouse**

Required Documentation: Copy of separation order or divorce decree (if no legal document is available, provide proof of separate residence such as lease(s), mortgage(s), utility bill(s), etc.); copy of death certificate for loss of parent/spouse.

Please check one of the following:

Separated     Divorced     Widowed    Date marital status changed: \_\_\_\_\_  
MM/DD/YY

**2. Significant change in income between 2021 taxes and 2022 taxes**

Required Documentation: Signed copies of 2022 taxes and 2022 W-2s.

Check the box in front of the party for which income changed between 2021 and 2022 taxes.

Independent students:     Student     Spouse

Dependent Students:     Student     Parent(s)



**3. Significant change in income between 2021 taxes and projected year 2023 income**

Required Documentation: Signed copies of 2022 taxes and 2022 W-2s, completed Special Conditions Form, and a copy of the most recent pay stub for all jobs worked in 2023, proof of unemployment compensation, etc.

(Note that we will not review projected 2023 income requests until July 2023.)

Check the box in front of the party for which income changed between 2021 and 2023.

Independent students:       Student       Spouse

Dependent Students:       Student       Parent(s)

Please complete the following Anticipated Income Table, being sure to notate how you calculated these figures.

ANTICIPATED INCOME 2023 Calendar Year	FATHER	MOTHER	STUDENT	SPOUSE (if married)
Wages/salaries, (including severance pay, disability payments and any other income from work)				
Other taxable income (unemployment compensation, interest/dividend income, etc.). List type(s) of income on attached statement				
Child support received				
Other untaxed income (payments to tax deferred pension/savings plans, workers compensation, etc.). List type(s) of income on attached statement				
<b>TOTAL ANTICIPATED INCOME for 2023</b>				

**4. Loss of child support**

Required Documentation: Documentation that details the change in child support payments from the state Child Support Agency.

**Additional Expenses:**

**5. Out-of-pocket medical or dental expenses**

Required Documentation: Schedule A or itemized spreadsheet that totals expenses, along with documentation supporting listed expenses not covered by insurance, Health Savings Account, or Flexible Spending Account. 2021 Taxes, if medical expense adjustment is for expenses incurred in 2021.

**6. Paying private tuition for dependents**

Required Documentation: Proof of payments, such as a detailed statement of account.

**7. Other-**

Required Documentation: Please explain in the required dated and signed narrative detailing the circumstances that are leading to this request and submit any documentation supporting those circumstances.