2017-2018 Special Circumstance Appeal

Student Name: ___________________________________________  Student ID: ________________

An appeal allows us to update your FAFSA to reflect information other than what you are able to put on the FAFSA. We cannot make the decision to give you grants or subsidized loans. We can only update the FAFSA and it will recalculate your eligibility for grants or subsidized loans based on the information you have provided. If updates will not help you in any way, your appeal will be denied.

What documentation do I need to provide?

All appeals must be submitted with a TYPED personal statement (see below). Check which circumstance you are appealing and attach the requested documentation. If you have questions, please speak to a financial aid advisor.

☐ Loss of income

- Attach the last/most recent paystub from each employer during the 2017 calendar year.
- Attach any documentation confirming the income loss, such as a letter of termination.
- Attach documentation of unemployment benefits.

☐ Divorced or Separated after completing FAFSA

- Attach a copy of your divorce decree or separation documents.
- Attach your Tax Return Transcript (TRT- see instructions below) and all 2015 W2s.
- Attach documentation of any alimony or child support you are now paying or receiving.

A TRT is a document from the IRS showing what they have accepted as your tax information. This is different from your 1040. You can get a TRT at your local IRS office, or online at http://www.irs.gov/Individuals/Get-Transcript.

☐ One-time income: A one-time income would include an inheritance, withdrawing 401k or pension funds or any other unusual income that will not happen again. Note that if the money was not spent on things that absolutely had to be paid immediately, your appeal will be denied. School related expenses should not be included.

- Attach documentation of the one-time income.
- Attach documentation showing the unavoidable expenses on which the income was used.

☐ Excessive Medical/Dental Expenses in

- Attach an itemized list of medical/dental expenses paid.
- Attach copies of provider receipts or canceled checks for each listed expense (Explanation of Benefits are not accepted as proof of payment).
Dependency Appeal: The unwillingness of your parent(s) to provide parental data on your FAFSA or to help pay for college is not an acceptable reason to appeal your dependency status. Please select the reason for your appeal and attach appropriate documentation.

- Incarceration or death of custodial parent(s), attach the following documentation.
  - Copy of death certificate or proof of incarceration.
  - Letter from a professional source documenting that you do not have contact with your other non-custodial parent, if applicable.

- I no longer live with my parent(s) due to an unsafe home environment (physical, mental or substance abuse). Attach the following documentation.
  - Copy of court documentation or police reports.
  - A letter from a counselor or other professional source familiar with your family situation.

- I have been abandoned and cannot locate my parent(s), attach the following documentation.
  - A letter from your high school guidance counselor documenting your situation.
  - A second letter from another professional source documenting your situation.

Dependency Appeal Renewal
Attach a typed personal statement updating the current status of the situation for which you were originally approved.

What should I include in my TYPED personal statement?
Your personal statement should include an explanation of why you are submitting the appeal as well as any vital information to help us process the appeal. You must include start and end dates (at least month and year) for everything. Examples are: start and end of unemployment benefits, periods of no income, jobs, etc. If you had periods where you had no income, please explain how you supported yourself. All statements must be signed. Incomplete submissions will be denied based on a lack of information.

I understand by signing below I’m asking the IPFW Office of Financial Aid to make the above indicated adjustments to my Free Application for Federal Student Aid. I further understand that making these adjustments may cause changes to my IPFW Student Account and my IPFW student bill, and that it is my responsibility to ensure my student bill is paid in full with the IPFW Office of the Bursar after these adjustments are processed to my financial aid account.

Student Signature: __________________________________________ Date Signed: ____________________________

Parent Signature: __________________________________________ Date Signed: ____________________________
(Plastic students only)