2022-2023 Special Circumstance Appeal Form and Guidelines

Student Name: __________________________NSHE: __________________________

Instructions and Guidelines:

Recognizing that the information reported on the 2022-2023 Free Application for Federal Student Aid (FAFSA) does not always reflect a student or family’s current financial circumstances, the Office of Financial Aid & Scholarships may reevaluate eligibility for need-based financial aid in extenuating circumstances.

Explanation of Circumstances: In the space below, please explain why the information reported on the 2022-2023 FAFSA does not accurately reflect your and/or your family’s current financial circumstances. Please provide any relevant dates in your explanation. If you need additional space, please attach a separate page.

Appeals are reviewed once all required documentation is received and complete.

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Reason for Appeal and Required Documentation:

☐ One-time income included in 2020 adjusted gross income (AGI).

Examples include: One-time pension/IRA liquidation, settlements, capital gains etc.

1. 2020 IRS Tax Return Transcript or signed 2020 tax return (1040 form); OR
2. 2020 W-2 Statements; AND;
3. Documentation of one-time income (e.g. 1099, settlement agreement, etc.)

☐ Loss of income due to job change or reduction of income:

1. 2021 IRS Tax Return Transcript or signed 2021 tax return (1040 form) OR;
2. 2021 W-2 Statements AND;
3. Last pay stub from previous employer AND;
4. If applicable, pay stub from current employer.

☐ Loss of Child Support:

1. Signed statement explaining the loss of child support. Include any current monthly child support for other children for the 2022 calendar year.
2. Copy of court documentation of loss of child support that includes date of last payment if available.

☐ Extenuating medical/dental expenses PAID in 2020 or 2021:

1. IRS Tax Return Transcript or signed tax return (1040 form) for 2020 and/or 2021 AND;
2. 2020 and/or 2021 W-2 Statements AND;
3. If available, 2020 and/or 2021 Schedule A; If Schedule A was not filed, provide documentation of expenses paid which were not reimbursed such as copies of bills showing amounts paid.

☐ Divorce or separation:

1. 2020 IRS Tax Return Transcript or signed 2020 tax return (1040 form) AND;
2. 2020 W-2 Statements AND;
3. If applicable, explanation of which parent was the source of any non-wage income (e.g. which parent received untaxed income, capital gains, etc.) AND;
4. A signed statement indicating month and year of separation and divorce and which parent the student will live with most during the 2022-2023 academic year.

Note: Independent students please provide ONLY you and your spousal/ex-spousal information above.
Reason for Appeal and Required Documentation (continued):

☐ Death of Parent or Spouse:

1. IRS Tax Return Transcript or **signed** tax return (1040 form) for 2020 and/or 2021 AND;
2. 2020 and/or W-2 Statements AND;
3. Copy of obituary or death certificate or funeral program.

I certify that all the information reported on this form is true, complete and correct. I understand that any false statements could be cause for denial, reduction, withdrawal or repayment of financial aid.

Please sign before submitting. We can accept digital signatures if drawn in electronic form.

Student Signature: ___________________________ Date: ___________________________

Parent Signature (If applicable): ___________________________ Date: ___________________________