

## 2023-2024 Special Circumstance Appeal Form and Guidelines

Student Name: \_\_\_\_\_ NSHE: \_\_\_\_\_

### Instructions and Guidelines:

Recognizing that the information reported on the 2023-2024 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. Please upload this completed form and all supporting documentation to the [Rebel Success Hub\(Formerly known as the Self-Service Help Center\)](#) at [unlv.today/service](http://unlv.today/service). You will be notified of the review/decision by email to your Rebel email account and your [MyUNLV Communication Center](#).

Please allow up to 15 business days from receipt of your completed appeal for our office to carefully review your appeal.

**Explanation of Circumstances:** In the space below, please explain why the information reported on the 2023-2024 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:**

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**One-time income included in 2021 adjusted gross income (AGI).**

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

- 2021 IRS Tax Return Transcript or **signed** 2021 tax return (1040 form); OR
- 2021 W-2 Statements; AND;
- Documentation of one-time income (e.g. 1099, settlement agreement, etc.)

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

- 2022 IRS Tax Return Transcript or **signed** 2022 tax return (1040 form) OR;
- 2022 W-2 Statements;
- Last pay stub from previous employer AND;
- If applicable, pay stub from current employer.

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**Loss of Child Support:**

- Signed statement explaining the loss of child support. Include any current monthly child support for other children for the 2023 calendar year; AND
- Copy of court documentation of loss of child support that includes date of last payment if available.

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**Extenuating medical/dental expenses PAID in 2021 or 2022:**

- IRS Tax Return Transcript or **signed** tax return (1040 form) for 2021 and/or 2022;
- 2021 and/or 2022 W-2 Statements AND;
- If available, 2021 and/or 2022 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.

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**Divorce or separation:**

- 2021 IRS Tax Return Transcript or **signed** 2022 tax return (1040 form) AND;
- 2021 W-2 Statements AND;
- 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;
- A signed statement indicating month and year of separation and divorce and which parent the student will live with most during the 2023-2024 academic year.

**Note:** Independent students please provide ONLY you and your spousal/ex-spousal information above.

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**Death of Parent or Spouse:**

- IRS Tax Return Transcript or **signed** tax return (1040 form) for 2021 and/or 2022;
- 2021 and/or 2022 W-2 Statements AND;
- Copy of obituary or death certificate or funeral program.

**Signature:** By signing this form, I certify that all information is complete and accurate.

**Student Name:** \_\_\_\_\_ **NSHE:** \_\_\_\_\_

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

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature (If applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_