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. 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.
Reason for Appeal and Required Documentation:

☐ 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.)

☐ 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.

☐ 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.

☐ 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.

☐ 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.

☐ 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: __________________________