2024-25 Special Circumstance Appeal Form and Guidelines

Student Name: ___________________________________________ NSHE: __________________

Instructions and Guidelines:

Recognizing that the information reported on the 2024-25 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 at unlv.today/Rebel-Success. 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 2024-25 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 2022 adjusted gross income (AGI).

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

• 2022 IRS Tax Return Transcript or signed 2022 tax return (1040 form); OR
• 2022 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:
• 2023 IRS Tax Return Transcript or **signed** 2023 tax return (1040 form) OR;
• 2023 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 2024 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 2022 or 2023:
• IRS Tax Return Transcript or **signed** tax return (1040 form) for 2022 and/or 2023;
• 2022 and/or 2023 W-2 Statements AND;
• If available, 2022 and/or 2023 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:
• 2022 IRS Tax Return Transcript or **signed** 2023 tax return (1040 form) AND;
• 2022 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 2024-2025 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 2022 and/or 2023;
• 2022 and/or 2023 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.

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

**Student Signature:** ________________________________ **Date:** __________________

**Parent Signature (if applicable):** ______________________________ **Date:** __________________