



## 2023-2024 FINANCIAL AID SPECIAL CONDITION FORM - INDEPENDENT STUDENTS

You have indicated that there has been a **significant** reduction of 2022 annual student income compared with the 2021 income reported on the Free Application for Federal Student Aid (FAFSA). All supporting documentation must be received prior to review of this appeal. Incomplete forms will be returned. The income reported on the FAFSA must be verified prior to this appeal being reviewed. If you were not previously required to submit a verification worksheet, one is enclosed and must be completed and returned with *signed* copies of you and your spouse's 2022 tax transcript(s). **Please note that we reserve the right to request additional documentation as needed.**

Step 1: Student Information:

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Student ID # \_\_\_\_\_

Step 2: Reason for Appeal: Please check off the box that best represents the reason for submitting this form.

Check	I am requesting a review based on the following reason	Required Documentation	Action Require by Student
	Medical expenses paid by family that are not covered by insurance <i>Please note uninsured medical expenses must be more than 11% of your 2021 Adjusted Gross income to be considered</i>	Copies of bills that have been <b>paid</b> or receipts of paid bills (including medications) or copy of your Schedule A from your 2021 federal tax return	1. Signed letter of explanation 2. This form completed & signed 3. Supporting documentation attached
	No longer receiving child support.	Documentation of date support ended (such as divorce decree, or child support agreement)	1. Signed letter of explanation 2. This form completed & signed 3. Supporting documentation attached
	Income changes from 2021 to 2023 due to ( <b>circle one</b> ): - Disability - Unemployment - Hours changed - Other	Statements from employer, termination letter, paystubs (past and present), unemployment letter or print out, other documents as determined	1. Signed letter of explanation 2. This form completed & signed 3. Supporting documentation attached
	Receipt of one-time income like inheritance, IRA or pension distribution, etc.	1. A copy of taxes that one time income appears on, and any documents showing the one-time income such as form 5498 provided by the custodian of your IRA 2. Documentation of what the one-time payment was used for (such as receipts, paid medical bills, documentation of retirement rollover)	1. Signed letter of explanation 2. This form completed & signed 3. Supporting documentation attached
	Divorce or Death of a Spouse.	1. Divorce decree or death cert. 2. Documentation of second household (lease, utility bills) showing you are no longer living together 3. Information on child support (official or unofficial) if applicable	1. Signed letter of explanation 2. This form completed & signed 3. Supporting documentation attached

Step 3: Complete the section which applies to your condition. Answer each item. If zero write -0-. **Do Not Leave Blank.**  
(Use gross figures only).

(Over)

<b>Annual Income</b>	<b>Supporting Documentation</b>	<b>Independent Student</b>	<b>Spouse of Student</b>
Wages from work	Final and/or 2 most recent pay stubs	\$	\$
Unemployment Benefits	Letter outlining benefits: must show maximum benefits allowed	\$	\$
Severance Pay	Severance Letter	\$	\$
Alimony Received	Copy of court order	\$	\$
Any other <u>taxable</u> income	Specify:	\$	\$
Workers' Compensation	Letter outlining benefits	\$	\$
Child Support Received	Copy of court order	\$	\$
Any other <u>non-taxable</u> income*	Specify:	\$	\$
<b>Total Annual Estimated Income for 2022</b>		<b>\$</b>	<b>\$</b>

\*Alimony, pensions, capital gains, state income tax refund, non-taxed capital gains, foreign income exclusion (Form 2555), pre-tax retirement contributions, etc.

Step 4: Certification Statement:

I certify that the information on this form and the attached documents are true and complete to the best of my knowledge.  
I understand that the verification of my 2021 income must be completed before this form will be processed.  
I understand awards may be adjusted as a result of verification.  
I understand that upon receipt of a complete, fully documented appeal that I must allow a minimum of 3 weeks of processing.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date