FINANCIAL AID SPECIAL CIRCUMSTANCES APPEAL OPPORTUNITY
2021-2022 Award Year

Students and their families often experienced unforeseen circumstances and/or expenses during the past academic year due to COVID 19. If you have encountered a significant reduction of income (since 2019), you may fill out this form to determine if you are eligible for any additional federal aid. To help us make this determination, please submit a clear explanation and documentation.

1. Attach a brief description of your circumstances

2. Please check the box that applies to your situation:

   - Unemployment or change in employment
     Date of occurrence: ____________________________
     Submit last cumulative pay stub, a letter from the employer (termination, lay off, etc.), and approval of unemployment benefits letter.

   - Divorce/Separation—Provide earlier date
     Date of occurrence: ____________________________
     Submit a copy of a divorce decree or separation papers. If legal action has not been started, please provide documentation of separate residences (current utility bills from each household).

   - Death of parent (if dependent) or spouse
     Date of occurrence: ____________________________
     Submit a copy of death certificate.

   - Disability of student, spouse, or parent
     Date of occurrence: ____________________________
     Submit a letter from your physician, approval notice from worker’s compensation, or approval notice from disability compensation.

3. Complete this form and provide 2019 Federal Tax Returns and W-2’s, 2020 Federal Tax Returns and W-2’s, and the most recent paystub (if currently working)

4. Sign this Certification: All of the information on this form and attached documentation is true and complete to the best of my knowledge. **Failure to submit all required documentation will result in the return of the request.**

Student Signature: ___________________________________________ Date: ________________

Parent Signature: ____________________________________________ Date: ________________