

SPECIAL CIRCUMSTANCES APPEAL FORM

The University may use Professional Judgment on a case-by-case basis to adjust the components of a student's Cost of Attendance (COA) or the data used to calculate their Student Aid Index (SAI). The law provides examples of special circumstances that may be considered (HEA Sec. 479A) that are noted below. [Click here](#) for the University's Professional Judgment Appeal Policy.

PART I: STUDENT INFORMATION

Date: _____ Student ID: _____ Aid Year: _____

Student Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel 1: _____ Tel 2: _____ Email: _____

PART II: STUDENT LETTER

Detailed Student Statement

A letter detailing your financial hardship and basis for requesting a reduced income on your FAFSA or COA adjustment.

PART III: SUPPORTING DOCUMENTATION (CHECK ONE OR MORE OF THE FOLLOWING)

Filed Federal Tax Returns Illustrating a Decrease in Income

Include signed tax returns and supporting schedules for both the FAFSA tax year and the current tax year.

Court Order or Official Federal or State Documentation

Divorce decree, legal separation document, death certificate, or other official documentation demonstrating changes to the student's primary household.

Change in Employment Status, Assets, or Housing

Official third-party documents detailing the noted change.

Severe Disability of the Student or Other Member of the Student's Household

Official third-party documents detailing the special circumstance.

Bills, Invoices, Receipts, and/or Other Expense Documentation

Medical or dental bills, nursing home expenses not covered by insurance, unusually high child care costs, elementary or secondary school tuition, additional family members enrolled in college, and/or other third-party documents that demonstrate the income on your FAFSA should be adjusted.

PART IV: STUDENT CERTIFICATION & APPROVAL

I acknowledge that the information submitted herein is true and correct and pertains directly to my primary household.

Student Signature: _____ Date: _____

PART V: UNIVERSITY REVIEW FOR APPROVAL/DENIAL

All Required Documents Submitted Professional Judgment Approval: Yes No ISIR Correction Processed: Yes No

COA Budget Correction Processed: Yes No If Yes, list changes: _____

Performed by: _____ Date: _____

Approved by: _____ Date: _____