

2022-2023 Special Circumstance Appeal

Student Name: _____ CLC ID#: _____

If your family’s financial situation has changed since you filed the 2022-2023 FAFSA, you may qualify to have your aid eligibility reevaluated. You may be required to meet with a financial aid specialist to go over your appeal.

Documentation Required of all appeals for consideration:

- **A 2020 and 2021 Tax Return Transcript or Signed IRS 1040, and W-2 and 1099 forms for BOTH the student/spouse (if married) and parent(s).**
- **A typed detailed explanation of appeal; A hand-written explanation will not be accepted.**

Please Note: Your aid eligibility will not be evaluated until all required and requested documentation is received. **Submission of this form does not guarantee an increase in your aid eligibility.**

Check Reason(s) for Appeal

1. **Unemployment:** Indicate relationship to the student, the name of former employer(s), and calculate the expected/projected income for the 2022-2023 school year. Changes in employment must have occurred at least 6 weeks prior to the submission of this form and resulted in a loss of at least 20% of income. Changes in employment cannot be seasonal in nature.

The unemployment is for: _____ Relationship: _____
 Name of Employer(s): _____
 Expected/Projected income for July 1, 2022 through June 30, 2023 for person(s) whom unemployment has occurred.
 Wages, salaries, and tips: \$ _____ Untaxed income: \$ _____ List source(s) of income reported.
 Examples include unemployment benefits, Social Security benefits, AFDC, child support, worker’s compensation, veteran’s non-education benefits. _____

Required Documentation:

- A. Signed letter from employer on company letterhead verifying separation from employment. The letter must include the date of hire and date of separation.
 B. If receiving unemployment benefits you must provide a copy of the benefit statement.
 C. If separated from more than one employer, you must submit a letter of separation for each employer.
 D. Provide documentation of expected/projected income.
2. **Divorce/Separation:** Required documentation: Copy of divorce decree or documentation indicating separate residences and all W-2 and 1099 forms and itemization of tax return if taxes were filed as married.
3. **Death of a Family Member:** relationship of family member to student: _____
 Required documentation: Copy of death certificate. You may be asked to submit a tax return and all W-2 and 1099 forms.
4. **Medical/Dental Expenses:** Substantial out-of-pocket medical or dental expenses that were not covered by insurance and/or not itemized on the IRS income tax return. Required documentation: A written explanation of the expenses, an Explanation of Benefits (EOB) from your insurance company or Schedule A of your tax return.
5. **Change in Income:** Affected individual must have earned money in 2021 or 2022 and experienced a significant decrease in resources that is a result of disability, natural disaster, change in employment, or another catastrophic event. This reduction must be at least \$2,000.00 and reflect at least a 20% decrease from 2020 total income.

