



# Office of Scholarships and Financial Aid

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## 2020-2021 SPECIAL CIRCUMSTANCES APPEAL FORM-COVID-19 Review

Student's Name: \_\_\_\_\_ Student ID# 850 \_\_\_\_\_

If your family has experienced a **significant reduction in income in 2020 due to COVID-19**, we can reevaluate your financial aid award after **June 1, 2020** along with submission of this form and required documents. Though significant, each reduction in income may not result in an increase in financial aid. This means that you may be responsible for financing any student account balance (via payment, the Teal payment plan, Federal student and/or Plus loan, etc.) that you have. If you submit this information after the balance is paid and additional aid is granted, it can serve as reimbursement to you or reduction/replacement of any additional loans taken out. **The final submission deadline is August 15, 2020. Processing time can take up to 2 weeks.**

SPECIAL CIRCUMSTANCE (Please check one)	REASONS FOR CONSIDERATION (Please check all that apply)	REQUIRED DOCUMENTATION ALL DOCUMENTS MUST BE SIGNED (Please check off the box for each of the required documents below)
<input type="checkbox"/> <u>Loss of Employment in 2020 Calendar Year</u>  <b>Report Income Information for Jan 2020 - May 2020 (or through June &amp; July 2020.)</b>	<input type="checkbox"/> Termination/layoff from job due to COVID-19 <input type="checkbox"/> Significant reduction in work hours due to COVID-19	<input type="checkbox"/> Written statement detailing the specifics of your circumstances <input type="checkbox"/> Your/Spouse's 2019 professionally prepared Federal Tax Return or Transcript; if dependent, your parents' 2019 professionally prepared Federal Tax Return or Transcript. You can submit signed, self-prepared tax returns with proof of submission to the IRS. <input type="checkbox"/> 2020-2021 Verification Worksheet <input type="checkbox"/> All 2019 & 2020 W-2 forms for parent(s) / student / spouse <input type="checkbox"/> Three months of both Personal and Business checking and savings account statements <input type="checkbox"/> Unemployment Benefits Statements (If Applicable)
<input type="checkbox"/> <u>Loss of Untaxed Income in 2020 Calendar Year</u>	Loss of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Social Security</li> <li><input type="checkbox"/> AFDC/TANF</li> <li><input type="checkbox"/> Child Support</li> <li><input type="checkbox"/> Alimony</li> <li><input type="checkbox"/> Disability payment</li> <li><input type="checkbox"/> Worker's Compensation</li> <li><input type="checkbox"/> Other untaxed income</li> </ul>	<input type="checkbox"/> Written statement detailing the specifics of your circumstances <input type="checkbox"/> Your/Spouse's 2019 professionally prepared Federal Tax Return or Transcript; if dependent, your parents' 2020 professionally prepared Federal Tax Return or Transcript. You can submit signed, self-prepared tax returns with proof of submission to the IRS. <input type="checkbox"/> 2020-2021 Verification Worksheet <input type="checkbox"/> All 2019 & 2020 W-2 forms for parent(s) / student / spouse <input type="checkbox"/> Documentation of termination of benefits from benefit provider and date of change (i.e. letter from Social Security

**Business owners & Salespersons:** This process isn't intended for business owners and salespersons who may experience fluctuations in business income or commission, respectively, from year-to-year. Instead, it should be for job loss/termination, wage/salary reductions, and mandatory furloughs from independent employers (other than your business). However, should your loss be significant, and documented, your submission will be considered and reviewed by our committee.

Student's Name \_\_\_\_\_

Student's ID# 850 \_\_\_\_\_

### STATEMENT OF CERTIFICATION

All of the information on this form is true and complete to the best of my knowledge. If requested, I agree to provide further documentation to substantiate the information provided. I understand that all special circumstances are reviewed on a case-by-case basis and this written request does not guarantee approval and/or may not ultimately result in actual change of the financial aid already offered. Misrepresentation of financial information can result in an automatic denial of your special circumstance appeal. All persons providing information must sign below.

\_\_\_\_\_  
Student's signature Date

\_\_\_\_\_  
Spouse's signature (if applicable) Date

\_\_\_\_\_  
Parent's signature (if student is dependent) Date