Purpose of Form

Through the Higher Education Act (HEA), Student Financial Services has been granted the authority to exercise professional judgment to account for a student’s special circumstances that differentiate his/her current financial or family situation from that reported on the Free Application for Federal Student Aid (FAFSA). By submitting the Financial Aid Appeal for Reconsideration form, a student is requesting consideration for a specific change in his/her financial or family’s circumstances.

Please note that in most cases, approved appeals will only result in a change to your Federal financial aid. Federal financial aid includes the Federal Pell Grant, which has a maximum award of $5,775, and the Direct Subsidized Loan, which has a maximum of $3,500-$5,500 depending on your year in school.

Deadlines

Appeals for Reconsideration will be reviewed on an ongoing basis throughout the 2015-2016 academic year to determine their impact on federal financial aid (Pell Grant or Direct Subsidized Loan). However, if you are appealing for one of the three reasons that may impact institutional financial aid, please note the following important dates regarding potential adjustments to institutional eligibility:

- Through November 1, 2015, adjustments may be made to institutional aid for both the Fall 2015 and Spring 2016 terms.
- After November 1, 2015 and through April 1, 2016, adjustments to institutional aid may only be made for the Spring 2016 term.
- After April 1, 2016, no adjustments will be made to institutional aid for either the Fall 2015 or the Spring 2016 terms.

Please note that appeals may not be reviewed until Fall 2015. Students should expect to start the school year with the original official financial aid award they receive for that academic year. For additional options for paying the bill by the due date, please refer to http://sfs.virginia.edu/otheroptions.

General Instructions

The situations listed on this form are those situations that our office will review for possible changes in financial aid eligibility. If your file has been selected by the U.S. Department of Education for federal verification, this must be completed before our office can exercise professional judgment to account for a special circumstance. In most cases, you may be required to provide a tax return transcript and/or other documentation for verification purposes. Please monitor the To Do List in your Student Information System (SIS) for any potential requests for information.

For each situation that represents the change in your financial or family’s circumstances, check the box in the left hand column. The documentation that must be submitted to verify the change in circumstance(s) is listed in the right hand column. Please submit all required documentation together with the Appeal for Reconsideration form. Students should monitor their To Do List in SIS as we may need to request additional documentation in order to complete the appeal. Additional documentation can include requests for 2015 income tax documents, institutional forms, or statements to clarify previously submitted information. Forms can be found at http://sfs.virginia.edu/forms.

In addition to checking the appropriate boxes, you must also submit a detailed statement to explain the change in your financial or family circumstances. Please include the dates of all changes that pertain to your situation.
Financial Aid Appeal for Reconsideration
2015-2016

Note about Divorce or Separation after Filing the FAFSA: In many cases, we will have already corrected your or your parent(s)’ marital status to be correct at the time we reviewed your application. Please note that when this happens, your financial aid awards already reflect your maximum eligibility. Please contact our office if you would like to know whether a change in marital status has already been considered.

Adjustments to a financial aid award as a result of submitting an Appeal for Reconsideration are neither guaranteed nor immediate and depend upon the availability of funding. Forms received without the appropriate signature(s) or missing information are considered incomplete and will need to be resubmitted.

Our office will send notification of the outcome of your appeal once our review is complete.
## Financial Aid Appeal for Reconsideration 2015-2016

Student’s University ID: □□□□□□□ - □□□□□□□ or SIS ID: □□□□□□□□□

Student’s Full Name: ______________________________________________________

(LEGAL NAME - PRINT) first middle last

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### Appeals approved for these reasons will only result in changes to Federal Pell and Direct Subsidized Loan eligibility.

<table>
<thead>
<tr>
<th>Reason for Appeal (check all that apply)</th>
<th>Required Documentation</th>
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| ☐ Loss of employment in 2015             | □ A letter from the former employer on company letterhead detailing employee’s termination date, reason for separation and amount of any benefits or severance pay.  
□ Copy of year-to-date pay stub to reflect gross earnings for each job in which income was earned in 2015.  
□ Unemployment benefit or denial letter from your local department of labor.  
□ A completed Parent (or Student) Estimated Income Form. |
| ☐ Reduction of employment in 2015         | □ A letter from employer on company letterhead detailing employee’s reduction of income, date reduction began and reason for reduction.  
□ Copy of year-to-date pay stub to reflect gross earnings for each job in which income was earned in 2015.  
□ A completed Parent (or Student) Estimated Income Form. |
| ☐ Reduction of Un taxed Income or Benefits in 2015 | □ For benefits such as Social Security, Workers’ Compensation, etc., a copy of a letter from the appropriate state or federal agency that specifies the termination or reduction date, and the amount of the benefits  
□ For child support, a print out or a copy of a court order that specifies termination or reduction date and the amount of support. |
Financial Aid Appeal for Reconsideration  
2015-2016

Student’s University ID: □□□□□-□□□□□ or SIS ID: □□□□□□□

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<tr>
<th>Reason for Appeal (continued)</th>
<th>Required Documentation (continued)</th>
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| □ Excessive medical or dental expenses in 2015 | □ Documentation (e.g. receipts for co-pays, doctor bills, hospital bills or prescription bills, etc.) detailing the out-of-pocket medical or dental expenses paid (not incurred) in 2015, which were not covered by insurance.  
□ A copy of year-to-date pay stubs to reflect gross earnings in 2015.  
□ A completed Parent (or Student) Estimated Income Form. |
| □ Expenses for handicapped dependent | □ Proof of specific handicap from agency or doctor.  
□ Documentation of required medical expenses, such as receipts or statement of services.  
□ Copies of all SSA-1099 forms received by member(s) of the household, if applicable. |
| □ Excessive Medical or Dental Expenses in 2014 | □ A copy of the 2014 federal tax return with schedule A (if not already submitted).  
□ Documentation (e.g. receipts for co-pays, doctor bills, hospital bills or prescription bills, etc.) detailing the out-of-pocket medical or dental expenses paid (not incurred) in 2014, which were not covered by insurance. |
Financial Aid Appeal for Reconsideration
2015-2016

Student’s University ID: □□□□□ - □□□□□□□ or SIS ID: □□□□□□□□

**Reason for Appeal (check all that apply)** | **Required Documentation**
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Death of parent or spouse after filing the FAFSA | - A copy of the death certificate or obituary.
- A completed Parent (or Student) Estimated Income Form.
- A copy of year to date pay stubs to reflect gross earnings received in 2015.
- A statement regarding value of life insurance payment(s).

Divorce or Separation after filing the FAFSA | - A copy of the divorce decree or separation agreement (preferably from a lawyer or court).
- A signed statement to explain change in marital status, including all relevant dates such date of divorce or separation and date moved into separate residences.
- Documentation of living in separate residences (i.e., utility bills, lease, etc.).
- A completed Parent (or Student) Estimated Income Form, completed by the custodial parent if student is dependent.
- A completed Asset Information Request Form
- For dependent students only: A Non-custodial Parent Form, completed by the non-custodial parent.


A signed statement detailing the change in financial or family circumstances is attached. □ Yes □ No

**CERTIFICATION STATEMENT:** I certify that all the information reported to qualify for federal aid is complete and correct to my knowledge. If additional documentation is required, I will submit those documents in a timely manner. I understand that if I purposely give false or misleading information, I may be fined, sentenced to jail, or both and my financial aid may be terminated.

STUDENT SIGNATURE ________________________________ Date________________

PARENT SIGNATURE ________________________________ Date________________

(required if student is dependent)