

REQR

Financial Aid Appeal for Reconsideration 2016-2017

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 \$5,815, and the Direct Subsidized Loan, which has a maximum of \$3,500-\$5,500 depending on your year in school.

Time for Review

Appeals for Reconsideration will be reviewed on an ongoing basis throughout the 2016-2017 academic year.

Please note that appeals will not be reviewed until Fall 2016. 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/undergrad/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. 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.

Appeals will not be reviewed until all required documentation has been submitted. 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 2016 income tax documents, institutional forms, or statements to clarify previously submitted information. Forms can be found at <http://sfs.virginia.edu/forms>.

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Note about the *Parent (or Student) Estimated Income Forms*: As stated above, appeals will not be reviewed until Fall 2016. In an effort to ensure that we are collecting the most accurate and up-to-date information at the time of review, we will publish the *Parent (and Student) Estimated Income Forms* also in Fall 2016. Therefore, if you are appealing for any reason that requires these forms, you will not be able to submit a completed appeal any earlier than Fall 2016.

If you submit an incomplete appeal before the Estimated Income Forms become available, we will place a request for the appropriate form on the To Do List in SIS when it becomes available. Please make sure to monitor your To Do List throughout the fall for these and other requests related to your appeal.

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.

**REQR Financial Aid Appeal for Reconsideration
2016-2017**

Student's University ID: - or SIS ID:

Appeals approved for these reasons will only result in changes to Federal Pell and Direct Subsidized Loan eligibility.	
<i>Reason for Appeal (continued)</i>	<i>Required Documentation (continued)</i>
<input type="checkbox"/> Reduction of Untaxed Income or Benefits in 2016	<input type="checkbox"/> 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. <input type="checkbox"/> For child support, a print out or a copy of a court order that specifies termination or reduction date and the amount of support.
<input type="checkbox"/> Excessive medical or dental expenses in 2016	<input type="checkbox"/> A copy of year-to-date pay stubs to reflect gross earnings in 2016. <input type="checkbox"/> Documentation (e.g. receipts for co-pays, doctor bills, hospital bills or prescription bills, etc.) detailing the medical or dental expenses paid out-of-pocket (not incurred) in 2016, which were not covered by insurance.
<input type="checkbox"/> Expenses for handicapped dependent	<input type="checkbox"/> Proof of specific handicap from agency or doctor. <input type="checkbox"/> Documentation of required medical expenses, such as receipts or statement of services. <input type="checkbox"/> Copies of all SSA-1099 forms received by member(s) of the household, if applicable.
<input type="checkbox"/> Excessive Medical or Dental Expenses in 2015	<input type="checkbox"/> A copy of the 2015 federal tax return with schedule A (if not already submitted). <input type="checkbox"/> Documentation (e.g. receipts for co-pays, doctor bills, hospital bills or prescription bills, etc.) detailing the medical or dental expenses paid out-of-pocket (not incurred) in 2015, which were not covered by insurance.

REQR (AY 2017)

Financial Aid Appeal for Reconsideration
2016-2017

Student's University ID: - or SIS ID:

Appeals approved for these reasons may result in changes to Federal, State or Institutional eligibility. Please note the important deadlines on Page 1.	
<i>Reason for Appeal (check all that apply)</i>	<i>Required Documentation</i>
<input type="checkbox"/> Death of parent or spouse after filing the FAFSA	<input type="checkbox"/> A copy of the death certificate or obituary. <input type="checkbox"/> A completed <i>Parent (or Student) Estimated Income Form</i> (please see instructions on page 2). <input type="checkbox"/> A copy of year to date pay stubs to reflect 2016 gross earnings. <input type="checkbox"/> A statement regarding value of life insurance payment(s).
<input type="checkbox"/> Divorce or Separation after filing the FAFSA	<input type="checkbox"/> A copy of the divorce decree or separation agreement (preferably from a lawyer or court). <input type="checkbox"/> A signed statement to explain change in marital status, including all relevant dates, such as the date of divorce or separation and the date moved into separate residences. <input type="checkbox"/> Documentation of living in separate residences (i.e., utility bills, lease, etc.). <input type="checkbox"/> A completed <i>Asset Information Request Form</i> . <input type="checkbox"/> For dependent students only: A <i>Non-custodial Parent Form</i> , completed by the non-custodial parent. <input type="checkbox"/> A completed <i>Parent (or Student) Estimated Income Form</i> , completed by the custodial parent if student is dependent (please see instructions on page 2).
<input type="checkbox"/> Past due payment of Social Security Benefits for earlier tax years received in 2015	<input type="checkbox"/> Copies of all SSA-1099 (Social Security Benefit Statement) forms received for 2015.

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)