**Financial Aid Appeal for Reconsideration**

**2019-2020**

**Purpose of Form**
Through the Higher Education Act (HEA), Student Financial Services has been granted the authority to exercise professional judgment to account for special circumstances not captured by the FAFSA. By submitting the Financial Aid Appeal for Reconsideration form, a student is requesting consideration for specific change(s) to his/her financial or family situation.

Please be aware that, given our limited resources, we typically are not able to approve appeals based on the following:

- regularly fluctuating income, including that from bonuses and/or commissions, self-employment, or financial involvement in a partnership or corporation; and
- voluntary reduction of employment income (e.g., that resulting from a resignation or choosing to reduce one’s hours at work for personal rather than medical reasons).

Such changes in income would instead be taken into account in a future year, once the relevant year’s lower income is reflected on a future FAFSA and/or PROFILE.

Please read all instructions thoroughly before completing this form. If after reading the instructions you find that you have questions about how or whether to proceed with your request, please contact our office for guidance. We want to be sure that you have a clear understanding of all that is required for your specific circumstance before you submit this appeal form.

**Timeline**
Appeals for Reconsideration for the 2019-2020 academic year should be submitted as soon as feasible,* and at any time before February 15, 2020. Any special circumstances that cannot be documented until after that date would instead be submitted using an appeal form for 2020-2021.

For incoming students, so long as appeals are complete and submitted by April 15, 2019, we will take each submission in turn and will make every effort to communicate our decisions prior to May 1. Appeals submitted after April 15 will continue to be accepted, and will be reviewed as quickly as possible; but students who submit their appeals in mid- to late April should prepare for the possibility that they may need to make their decision about their offer of admission without knowing the results of their financial aid appeal, keeping in mind that not all appeals will be successful.

For returning students, appeals will generally be considered only after May 1, 2019, to allow us to focus first on entering students, to give them every chance of having their appeals reviewed before the enrollment deposit deadline. This will in no way affect the availability of funds for returning students.

*Please see page 2 of this form for information regarding appeals based on estimated 2019 income, which represent an exception to this general timeline.

Whether due to the date of submission, missing or incomplete documents, or to a request for additional information, if an appeal cannot be reviewed before the start of a new term, you should expect to begin that term with your original financial aid award for the year. For options that will allow you to pay your bill by the due date while awaiting the results of our review, please visit our financing options web page at [http://sfs.virginia.edu/undergrad/otheroptions](http://sfs.virginia.edu/undergrad/otheroptions).
General Instructions
The situations listed on this form are those for which our office will generally consider potential impacts on financial aid eligibility. While not an exhaustive list, the indicated situations are the most common circumstances for which appeals tend to be approved. If you feel you have a situation that is not addressed on this form, please submit a signed statement as to your specific and unique situation so that we may review it further.

If parents are divorced/separated, when completing the form below a dependent student must indicate which parent is submitting the form. All applicants will then check the box in the left-hand column for each situation in which you have experienced a change in your financial or family circumstances. The documentation required in each case is listed in the right-hand column. Please include the dates of all changes that pertain to your situation.

Unfortunately, we are unable to review appeals that cover multiple years – you will need to choose the single calendar year for which you would like to provide the required documentation. It is, however, possible to appeal for multiple reasons. For example, while it is not possible during 2019-2020 to appeal simultaneously based on unusually high medical or emergency-type expenses incurred in both 2017 and 2018, a student may submit an appeal based on unusually high medical expenses and a reduction of income, both for 2018.

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. Please remember to monitor your To Do List in SIS for additional requests such as income tax documents, institutional forms, or statements to clarify previously submitted information. All Student Financial Services forms can be found at https://sfs.virginia.edu/forms/2020. Appeals will only be reviewed once all required documentation has been submitted.

Special Instructions for Specific Types of Appeal
Appeals based on divorce or separation after filing the FAFSA may not necessarily be required. That is, in many cases, we update a student’s or parent(s)’s marital status at the time we review the initial application. Please note that when this happens, your initial financial aid award already reflects your maximum eligibility. Please contact our office if you would like to know whether a change in marital status has already been considered.

Appeals based on estimated 2019 income will require submission of the Parent (or Student) Estimated Income Form, made available each year in early July, to ensure that we are collecting a minimum of six months’ worth of earnings information when estimating income for the full year. Thus, the earliest you would be able to submit a complete appeal that is based at least in part on 2019 income will be July, 2019. In this case as well, we would recommend visiting our financing options page (http://sfs.virginia.edu/undergrad/otheroptions) for ideas about how to pay your balance due in the meantime. Student or Parent PLUS loans taken to pay the bill can be cancelled or reduced later on, if additional aid is offered.

Outcomes and Notifications
Adjustment of a financial aid award as a result of an Appeal for Reconsideration is neither guaranteed nor immediate and also depends upon the availability of funding. Forms received without the appropriate signature(s) or required information are considered incomplete and will need to be updated and resubmitted before being reviewed.

Our office will send an e-mail notification once our review is complete. If your appeal is approved and an adjustment is made to your financial aid award, generally you may not appeal again during the same academic year.

REQR 2/19/2019
Financial Aid Appeal for Reconsideration
2019-2020

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

Student’s Full Name: _____________________________

(LEGAL NAME - PRINT) first middle last

Parent/Guardian Submitting Appeal: _____________________

Custodial ☐ Noncustodial ☐

(Required for dependent students only)

All students MUST submit a signed, detailed description of their reason(s) for appeal. My required signed statement detailing the change in financial or family circumstances is attached. □ Yes

Check all boxes that apply. Please submit a complete request by providing all information indicated for the situations applicable to you. Student Financial Services may request additional information as needed.

Unusually High Medical or Emergency-Type Expenses

For appeals based on unusually high*, unreimbursed medical or emergency-type expenses (*i.e., those exceeding at least 10% of income): You may appeal for only one calendar year at a time. Submit all of the requested documentation that corresponds to the ONE calendar year – 2017, 2018, or 2019 – for which you are appealing.

☐ Unusually high medical or emergency-type expenses, including physician/hospital/therapy expenses, accommodation-related expenses for a dependent with a handicap, emergency repairs to primary residence; does not include voluntary expenses such as elective surgeries, private secondary school tuition, optional home improvement projects, etc.

☐ All individuals appealing for this reason must submit the following:

☐ Documentation (e.g. paid medical/prescription bills, proof (from physician) of specific handicap, paid repair receipts, etc.) and details regarding expenses paid out-of-pocket during 2017, 2018, or 2019 (one year only) and that were neither covered nor reimbursed by insurance; plus confirmation of amount covered by insurance or FEMA or, if not covered, confirmation of denial of claim. AND

☐ For exceptional medical or emergency-type expenses incurred in 2017, also submit:

☐ If not already submitted, a copy of parent(s)'s (or student's/spouse's) 2017 federal tax return including all schedules filed.

☐ A completed 2019-2020 Family Income and Expense Form. OR

☐ For exceptional medical or emergency-type expenses incurred in 2018, also submit:

☐ A copy of parent(s)'s (or student's/spouse's) 2018 federal tax return including all schedules filed. OR

☐ For exceptional medical or emergency-type expenses incurred in 2019, also submit:

☐ A copy of 2019 year-to-date pay stubs to reflect at least six months of gross earnings for the household.

☐ Copy of completed 2019-2020 Parent (or Student) Estimated Income Form (not available from our office until July 1, 2019).
# Financial Aid Appeal for Reconsideration

## 2019-2020

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

### Involuntary Loss or Reduction of Income

For appeals based on loss or reduction of income of any sort: If not already submitted, in addition to the documents requested below, please submit a complete copy of parent(s)’s (or student’s/student’s spouse’s) 2017 and 2018 tax returns, including all schedules and W-2/1099 forms.

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<td>Involuntary loss or reduction of employment income</td>
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If appealing based on loss or reduction of employment income, please submit:

- For any loss/reduction of employment income: An employer’s statement – on company letterhead – detailing the type of change in employment (i.e., termination, decreased hours or pay, decreased overtime, etc.), date of change, and amount of any benefits or severance pay received, if applicable.
- For loss of employment: An unemployment benefit or denial letter from the local department of labor OR an explanation of why that cannot be obtained.

If requesting that we use 2019 rather than 2017 income, please also submit:

- A copy of 2019 year-to-date pay stubs to reflect at least six months of gross earnings for the household, even for those members whose employment is unchanged.
- A completed Parent (or Student) Estimated Income Form (not available from our office until July 1, 2019).

Please be aware that in the case of appeals based on a change in employment, we are only able to consider materials submitted at least 90 days after the change has gone into effect.

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<td>Involuntary loss or reduction of untaxed income</td>
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If appealing based on loss or reduction of untaxed income, please submit:

- For benefits such as Social Security, Workers’ Compensation, etc.: A copy of a letter from the appropriate state or federal agency specifying the termination/reduction date, and the amount of the benefits.
- For child support: A copy of a court order that specifies termination or reduction date and the amount of support.

If the reduction occurred in 2019, also submit the following:

- A copy of 2019 year-to-date pay stubs to reflect at least six months of gross earnings for the household.
- A copy of completed Parent (or Student) Estimated Income Form (not available from our office until July 1, 2019).
Financial Aid Appeal for Reconsideration
2019-2020

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

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<th>One-Time Source of Income in 2017</th>
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<td>If not already submitted, in addition to the documents requested below, please submit a complete copy of parent(s)’s (or student’s/student’s spouse’s) 2017 and 2018 tax returns, including all schedules and W-2/1099 forms.</td>
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<td>□ One-time source of income in 2017</td>
<td>□ A detailed statement as to the source of income and, if some or all has already been expended, its use and the event(s) that necessitated its use.</td>
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<th>Other Change in Circumstances</th>
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<td>If not already submitted, in addition to the documents requested below, please submit a complete copy of parent(s)’s (or student’s/student’s spouse’s) 2017 and 2018 tax returns, including all schedules and W-2/1099 forms.</td>
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| □ Death of parent or spouse after filing the FAFSA | □ A copy of the death certificate or obituary.  
| | □ A statement regarding the value of any life insurance payment(s). |
| □ Divorce or Separation after filing the FAFSA | □ A copy of the divorce decree or separation agreement (from a lawyer or court).  
| | □ A signed statement to explain change in marital status, including all relevant dates, such as the date of divorce or separation and the date parent(s) moved into separate residences.  
| | □ Documentation of living in separate residences (i.e., utility bills, lease, etc.).  
| | □ A completed Asset Information Request Form.  
| | □ For dependent students only: 2019-2020 CSS Profile completed by the noncustodial parent: [https://cssprofile.collegeboard.org/](https://cssprofile.collegeboard.org/) (best completed after custodial parent’s Profile has been submitted). Please contact us if you are unable to access this form. |

**CERTIFICATION STATEMENT:** I certify that I have read and understand the instructions on pages 1 and 2 of this form, and 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)

REQR 2/19/2019