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 tend 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 2022-2023 academic year should be submitted as soon as feasible,* and at any time before February 15, 2022. Any special circumstances that cannot be documented until after that date would instead be submitted using an appeal form for 2022-2023. (Spring-term submissions are primarily for the benefit of students attending only for the spring term or for families who’ve been requested to submit a current-year tax return. In the latter case only can the deadline potentially be extended until March 1, 2023.)

Appeals will not be reviewed until after July 1, 2022, to allow us to focus first on issuing official awards for all students. This will in no way affect the availability of funds.

*Please see page 2 of this form for information regarding appeals based on estimated 2022 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.

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 believe you have a situation that is not addressed on this form, please submit a signed statement describing your specific and unique situation so we may review it.

It is critically important that you submit all required information for your appeal. Delays in supplying information to our office will almost certainly delay our review of your potential revised financial aid eligibility.

If parents of a dependent student are divorced/separated, when completing the form below, the 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 2022-2023 to appeal simultaneously based on unusually high medical or emergency-type expenses incurred in both 2020 and 2021, a student may submit an appeal based on unusually high medical expenses and a reduction of income, both for 2021.

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 the Student Information System (SIS) for additional requests such as income tax documents, institutional forms, or statements to clarify previously submitted information. Most Student Financial Services forms can be found at sfs.virginia.edu/forms. 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. In many cases we update a student’s or parent(s)’s marital status at the time we review the initial application; or if parents are now divorced but are still living in the same home, there is no need for adjustment. Please note that when this change has already been taken into account, 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 2022 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 2021 income will be July, 2022. For ideas about how to pay your balance due in the meantime we would recommend visiting our financing options page (http://sfs.virginia.edu/undergrad/otheroptions). Federal 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.
### Financial Aid Appeal for Reconsideration 2022-2023

**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)

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**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.**

#### This appeal is related in some way to the COVID-19 pandemic.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>☐</td>
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</tbody>
</table>

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#### 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 |

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#### Which calendar year best reflects your (or your family's) ability to pay? In some circumstances, we may be required to use the base year (2020).

<table>
<thead>
<tr>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
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</tbody>
</table>

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#### Complete this section only if you are appealing based upon 2022 income. Is anyone in your household receiving any of the following in 2022?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>☐</td>
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</tr>
</tbody>
</table>

- Medicaid or Supplemental Security Income (SSI) – i.e., *not* SSDI or Social Security retirement benefits
- Supplemental Nutrition Assistance Program (SNAP)
- Free or Reduced Price School Lunch
- Temporary Assistance for Needy Families (TANF)
- Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Designation as a dislocated worker? (for info., see [https://fafsa.gov/fotw2021/help/fahelp69.htm](https://fafsa.gov/fotw2021/help/fahelp69.htm))
**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 – 2020, 2021, or 2022 – for which you are appealing.

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
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<tbody>
<tr>
<td>☐️</td>
<td>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.</td>
</tr>
<tr>
<td>☐️</td>
<td>All individuals appealing for this reason must submit the following:</td>
</tr>
<tr>
<td>☐️</td>
<td>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 2020, 2021, or 2022 (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. <strong>AND, depending on the year you choose for your appeal:</strong></td>
</tr>
</tbody>
</table>

For exceptional medical or emergency-type expenses incurred in **2020**, also submit:

| ☐️ | A copy of parent(s)’s (or student’s/student’s spouse’s) 2020 federal tax return including all schedules filed. |

For exceptional medical or emergency-type expenses incurred in **2021**, also submit:

| ☐️ | A copy of parent(s)’s (or student’s/spouse’s) 2020 and 2021 federal tax return including all schedules filed. |

For exceptional medical or emergency-type expenses incurred in **2022**, also submit:

| ☐️ | A copy of 2022 year-to-date pay stubs to reflect at least six months of gross earnings for the household. If you have multiple jobs, submit the most recent pay stub for each job. |
| ☐️ | A copy of parent(s)’s (or student’s/spouse’s) 2020 and 2021 federal tax return including all schedules filed. |
| ☐️ | A completed 2022-2023 Parent (or Student) Estimated Income Form, found at [sfs.virginia.edu/appeals-reconsideration](http://sfs.virginia.edu/appeals-reconsideration). |
## Financial Aid Appeal for Reconsideration
### 2022-2023

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

### Involuntary Loss or Reduction of Income

<table>
<thead>
<tr>
<th>Option</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Involuntary loss or reduction of <strong>employment</strong> income</td>
<td>A personal statement from the parent (for dependent students) detailing the reason(s) for the appeal on this basis.</td>
</tr>
<tr>
<td>□ Involuntary loss or reduction of <strong>business</strong> income</td>
<td>If appealing based on loss or reduction of <strong>business</strong> income for <strong>2021</strong>, submit:</td>
</tr>
<tr>
<td></td>
<td>- A personal statement from the parent (for dependent students) detailing the type of change, period of change, and amount of any CARES Act or other emergency federal benefits received, if applicable.</td>
</tr>
<tr>
<td></td>
<td>- A copy of parent(s)’s (or student’s/spouse’s) <strong>2020 and 2021</strong> tax returns, including all schedules and W-2/1099 forms.</td>
</tr>
<tr>
<td></td>
<td>- Documents showing any taxable and non-taxable unemployment benefits received.</td>
</tr>
<tr>
<td></td>
<td>If appealing based on a loss or reduction of <strong>business</strong> income for <strong>2022</strong>, submit the above information and also:</td>
</tr>
<tr>
<td></td>
<td>- A completed <strong>Parent (or Student) Estimated Income Form</strong>, found at <a href="http://sfs.virginia.edu/appeals-reconsideration">sfs.virginia.edu/appeals-reconsideration</a>.</td>
</tr>
<tr>
<td></td>
<td>- A completed <strong>Profit and Loss Statement Form</strong>, found at <a href="http://sfs.virginia.edu/appeals-reconsideration">sfs.virginia.edu/appeals-reconsideration</a>.</td>
</tr>
</tbody>
</table>

If requesting that we use **2022** rather than **2020** income, submit the above information and also:

- A copy of parent(s)’s (or student’s/spouse’s) **2022** pay stub to reflect at least six months of gross earnings for the household, even for those members whose employment is unchanged. If you have multiple jobs, submit the most recent pay stub for each job.
- A completed **Parent (or Student) Estimated Income Form**, found at [sfs.virginia.edu/appeals-reconsideration](http://sfs.virginia.edu/appeals-reconsideration).

**If appealing based on loss or reduction of employment income**

- 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.
- A copy of parent(s)’s (or student’s/spouse’s) **2020 and 2021** federal tax return including all schedules filed.
If appealing based on loss or reduction of *untaxed* income for 2021, submit:

- A personal statement from the parent (for dependent students) detailing the reason(s) for the appeal on this basis
- A copy of parent(s)’s (or student’s/spouse’s) 2020 and 2021 tax returns, including all schedules and W-2/1099 forms.
- 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.
- For alimony: A copy of a court order that specifies termination or reduction date and the amount of alimony.

If appealing based on a loss or reduction of *untaxed* income for 2022, submit all of the above and also:

- A completed *Parent (or Student) Estimated Income Form*, found at [sfs.virginia.edu/appeals-reconsideration](http://sfs.virginia.edu/appeals-reconsideration).

### One-Time Event Generating a Non-Recurring Source of Income in 2020

- **One-time event and source of income**

  - A detailed statement re: the source of income and, if some has already been expended, its use and the event(s) necessitating its use. Please note: we aren’t able to take into account 1) *ongoing* circumstances requiring, for example, the multi-year liquidation of assets or recurring loans from retirement savings or 2) a one-time event/income in 2020 if total income is the same or greater in 2021.
  - A copy of parent(s)’s (or student’s/spouse’s) 2019, 2020, and 2022 tax returns, including all schedules and W-2/1099 forms.
Financial Aid Appeal for Reconsideration  
2022-2023

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

<table>
<thead>
<tr>
<th>Other Change in Circumstances</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Death of parent or spouse after filing the FAFSA</td>
</tr>
<tr>
<td>□ Divorce or Separation after filing the FAFSA (only applicable if parents now live separately)</td>
</tr>
</tbody>
</table>

- A copy of the death certificate or obituary.
- A statement regarding the value of any life insurance payment(s).
- A copy of parent(s)’s (or student’s/spouse’s) **2020** tax return, including all schedules and W-2/1099 forms.
- You may also choose to submit **2021** tax returns and schedules if you believe it would help us in our review of your appeal.

- 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.).
- **For dependent students only**: a copy of the **2020** tax return for the custodial parent, including all schedules and W-2/1099 forms.
- A completed **Asset Confirmation Request Form** for the custodial parent or independent student. This is found at [https://sfs.virginia.edu/forms](https://sfs.virginia.edu/forms).
- **For dependent students only**: your non-custodial parent must complete the Asset Confirmation Request Form, found at [sfs.virginia.edu/forms](sfs.virginia.edu/forms). If they have not done so already, your non-custodial parent should also submit their **2019 1040** tax return, including any schedules, and their **2019 W-2 or 1099** forms.
- You may also choose to submit **2021** tax returns and schedules if you believe it would help us in our review of your appeal.

**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 face legal consequences and my financial aid may be terminated.

**STUDENT SIGNATURE** ___________________________________________________________ Date________________

**PARENT SIGNATURE** ____________________________________________________________ Date________________
(required if student is dependent)