

## Appeals Documents List

### ***A list of documents generally required for appeals according to Special Circumstance Type.***

**Note:** For purposes of reviewing appeals for special circumstances, the Department of Education has established 2023 as the “base year” for determining financial aid eligibility. A student’s financial aid offer is established first using the base year, and consideration of special circumstances will usually involve a review of financial circumstances in years other than the base year.

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### **Excessive Medical or Emergency Expenses**

#### *Excessive Medical Expenses*

- Documentation of medical issue: such as a physician’s letter, documentation of health issue(s), or a medical summary from a healthcare professional
- Documentation of out-of-pocket medical expenses: Schedule A
  - Schedule A (from tax return year corresponding to the appeal year selected)
  - Medical expenses paid must exceed 10% of income
- Parent(s)’ Tax Return(s) – (1040 form signed with all schedules included)
  - 2023 Parent Tax Return if year 2023 selected
  - 2023 & 2024 Parent Tax Returns if year 2024 selected

#### *Emergency Expenses*

- Detailed statement of emergency
  - Documentation supporting appeal request
    - Documents showing emergency occurred
    - Documents showing how much was paid out of pocket because of the emergency
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### **Involuntary Loss or Reduction in Employment Income (Note: must be submitted 90 days after loss of employment)**

- Parent(s) Personal Statement
  - Any Loss/Reduction of Employment Income: Employer’s Statement (disclosing termination date & severance details)
  - Loss of Employment: Unemployment Benefit statement, Unemployment Benefit denial letter, or signed statement addressing why the document cannot be obtained
  - Parent(s)’ Tax Return(s) – (1040 form signed with all schedules included)
    - 2023 Parent Tax Return if year 2023 selected
    - 2023 & 2024 Parent Tax Returns if year 2024 selected
  - Income Projection (Appealing for 2025, after July 1, 2025)
    - Parent(s)’s 2025 Pay stubs - (reflecting at least 6 months of gross earnings)
  - 2025-2026 Parent Estimated Income Form (available after July 1)
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## Involuntary Loss or Reduction in Untaxed Income

- Parent Personal Statement
  - Parent(s)' Tax Return(s) – (1040 form signed with all schedules included)
    - 2023 Parent Tax Return if year 2023 selected
    - 2023 & 2024 Parent Tax Returns if year 2024 selected
  - Parent(s)' 2023 W-2/1099 forms
  - Benefit Documents
  - Social Security
    - Letter from state or federal agency overseeing program
      - Termination/Reduction of Benefits Date
      - Amount of Benefits
  - Child Support (An asset in 2025-2026)
    - Copy of Court Order
      - Termination/Reduction Date
      - Amount of Support
  - Alimony
    - Copy of Court Order
      - Termination/Reduction Date
      - Amount of Alimony
  - Income Projection (Appealing for 2025, after July 1, 2025)
    - 2025-2026 Parent Estimated Income Form
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## One-Time Event Generating Non-Recurring Source of Income 2023\*

- Parent Personal Statement - (disclosing what was the source of the non-recurring income generated by the one-time event)
- Parent(s)' 2022, 2023, and 2024 Tax Returns (1040 form signed with all schedules included)
- Parent(s)' 2023 – W-2/1099 forms

*\*Students may have only **one** appeal approved for a one-time event during their undergraduate academic career. Families are encouraged to select the year in which a one-time source of income generated the most impact.*

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## Death of Parent or Spouse After FAFSA Filing

- Death Certificate (copy)
- Life Insurance Payment(s) Statement (if applicable)
- Parent(s)' 2023 Tax Returns - (1040 form signed with all schedules included)
- Parent(s)' 2023 W-2/1099 forms

### *Optional*

- Parent(s)' 2024 Tax Returns- (1040 form signed with all schedules included)
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**Divorce or Separation After FAFSA Filing (with divorced or separated, parents or spouses living separately)**

- Divorce Decree or Separation Agreement (from a lawyer or court)
- Signed Marital Status Statement
- Documentation of Living in Separate Residences
- FAFSA Parent of Record's 2023 Tax Return - (1040 form signed with all schedules included)
- Parent's 2023 W-2/1099 forms
- Asset Confirmation Request Form (FAFSA Parent of Record)
- Asset Confirmation Request Form (Non-FAFSA Parent of Record)

*Optional*

- Non-FAFSA Parent of Record's 2024 Tax Return - (1040 form signed with all schedules included) (if the Non-FAFSA Parent of Record did not file "married, filing jointly" for the 2024 tax year)
- FAFSA Parent of Record's 2024 Tax Returns - (1040 form signed with all schedules included)