

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 2022 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.

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)
 - 2022 Parent Tax Return if year 2022 selected
 - 2022 & 2023 Parent Tax Returns if year 2023 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

- 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)
 - 2022 Parent Tax Return if year 2022 selected
 - 2022 & 2023 Parent Tax Returns if year 2023 selected
 - Income Projection (Appealing for 2024)
 - Parent(s)’s 2024 Pay stubs - (reflecting at least 6 months of gross earnings)
 - 2024-2025 Parent Estimated Income Form
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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)
 - 2022 Parent Tax Return if year 2022 selected
 - 2022 & 2023 Parent Tax Returns if year 2023 selected
 - Parent(s)' 2022 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 2024-2025)
 - 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 2024)
 - 2024-2025 Parent Estimated Income Form
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One-Time Event Generating Non-Recurring Source of Income 2022*

- Parent Personal Statement - (disclosing what was the source of the non-recurring income generated by the one-time event)
- Parent(s)' 2022 Tax Return (1040 form signed with all schedules included)
- Parent(s)' 2022 - 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.*

Death of Parent or Spouse After FAFSA Filing

- Death Certificate (copy)
- Life Insurance Payment(s) Statement (if applicable)
- Parent(s)' 2022 Tax Returns - (1040 form signed with all schedules included)
- Parent(s)' 2022 W-2/1099 forms

Optional

- Parent(s)' 2023 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 2022 Tax Return - (1040 form signed with all schedules included)
- Parent's 2022 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 2023 Tax Return - (1040 form signed with all schedules included) (if the Non-FAFSA Parent of Record did not file "married, filing jointly" for the 2023 tax year)
- FAFSA Parent of Record's 2023 Tax Returns - (1040 form signed with all schedules included)