



2022-2023 Financial Aid Appeal for Special Circumstances Form

Purpose of Appeal

The Higher Education Act and associated federal regulations give financial aid administrators 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 2022-2023 Free Application for Federal Student Aid (FAFSA). By submitting the Financial Aid Appeal form, a student is requesting consideration for a specific change in his/her financial or family's circumstances.

Before a special circumstance can be considered, you must have already filed your 2022-2023 FAFSA. For most cases, approved appeals will only result in a change to your eligibility of federal and/or state financial aid. Adjustments to a financial aid award as a result of submitting an appeal are neither guaranteed nor immediate and depend upon the availability of funding.

General Instructions

The situations listed on this form are those situations that Notre Dame De Namur University Office of Financial Aid will review for possible changes in financial aid eligibility. If you were selected to complete verification, this must be completed before we can exercise professional judgement. In most cases, you may be required to provide tax return transcripts and/or supporting documentation for verification purposes.

In addition to completing the 2022-2023 Free Application for Federal Student Aid (FAFSA), Financial Aid Appeal for Special Circumstances form and providing the proper documentation(s), you must also submit a detailed statement to explain the change in your financial or family's circumstances.

Forms received without the appropriate signature(s) or missing information are considered incomplete and will not be reviewed. We will send notification of the outcome of your appeal once the review is complete.



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Appeals approved for these reasons may result in changes to Federal, State or University Aid eligibility.

Reason for Appeal

Required Documentation

___ Loss of employment after filing the FAFSA

- A letter from your former employer on company letterhead detailing your termination, reason for separation and amount of any benefits or severance pay
- Copy of most recent pay stub with year-to-date gross earnings
- Unemployment benefit or denial letter

___ Reduction of employment after filing the FAFSA

- A letter from employer on company letterhead detailing your reduction of time, date reduction began and reason for reduction
- Copy of most recent pay stub with year-to-date gross earnings

___ Excessive medical or dental expenses

- Documentation (e.g., receipts for co-pays, doctor bills, hospital bills or prescription bills, etc.) detailing the out-of-pocket medical or dental expenses not covered by insurance
- Copy of most recent pay stub with year-to-date gross earnings



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Reason for Appeal

Required Documentation

___ Death of parent or spouse after filing the FAFSA

- A copy of the death certificate or obituary
- Copy of most recent pay stub with year-to-date gross earnings
- A statement regarding value of life insurance payment(s)

___ Divorce or Separation after filing the FAFSA

- A copy of the divorce or separation agreement
- A signed statement to explain change in marital status, including all relevant dates such as date of divorce or separation and date moved into separate residences
- Documentation of living in separate residence (e.g., utility bills, lease, etc.)
- Copy of most recent pay stub with year-to-date gross earnings



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Taxable income expected to be earned from January 1, 2022 through December 31, 2022

	Student	Parent 1	Parent 2
Income	\$	\$	\$
Severance compensation	\$	\$	\$
Unemployment Benefits	\$	\$	\$
Interest/Dividend Income	\$	\$	\$
Other Taxable Income	\$	\$	\$

Untaxable income expected to be earned from January 1, 2022 through December 31, 2022

	Student	Parent 1	Parent 2
Payment to Retirement	\$	\$	\$
Social Security Benefits	\$	\$	\$
Child Support Received	\$	\$	\$
Welfare Benefits	\$	\$	\$
Veterans Benefits	\$	\$	\$
Other Untaxed Income	\$	\$	\$



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As of today, what is the total balance of

	Student	Parent 1	Parent 2
Cash	\$	\$	\$
Savings and Checking	\$	\$	\$

Additional Information



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Certification Statement

I/We understand that the submission of an appeal does not release the student from the obligation of staying current Notre Dame De Namur University.

I/We understand that as there is no guarantee that an appeal will be approved, it is the student's responsibility to maintain good standing with the Business Office, Office of the Registrar and Notre Dame De Namur University.

I/We affirm that the information provided on this form and attached documentation is accurate and complete to the best of our knowledge.

I/We understand that completing this form does not guarantee financial aid will be increased.

I/We also understand that any revision based on this appeal information does not guarantee the same adjustments will be made in future semesters and/or academic years.

Student's Name: _____ **Student's ID:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **Email:** _____

Student's Signature _____ **Date:** _____

Parent's Name (for dependent student only) _____

Parent's Signature _____ **Date:** _____