Thank you for requesting an appeal for the 2015-2016 academic year. By completing this form you are indicating that there has been a substantial change in your family’s financial situation and you would like the Office of Financial Aid Services (FAS) to take this updated information into consideration when reviewing your eligibility for financial aid.

**STEP 1: Situation Description** - Please check the box that BEST describes the change in your situation.
*(Be sure to indicate whether it is the student or spouse who has had a change in income)*.

- **Lay Off** (circle one – student or spouse)
  
  Provide ALL of the following:
  - letter from employer indicating effective date and any severance benefits
  - statement from Unemployment Office outlining benefits
  - final pay stub from laid off position for student/spouse
  - three most recent pay stubs of all other current positions for student and spouse

- **Wage Reduction** (circle one – student or spouse)
  
  Provide ALL of the following:
  - letter from employer indicating effective date with prior and current hours per week
  - three most recent pay stubs from all places of employment
  - three most recent pay stubs for spouse

- **Student Separation**
  
  Provide ALL of the following:
  - documentation indicating effective date of separation
  - documentation confirming two separate addresses including but not limited to, a copy of a current lease, utility bills, mortgage statements, etc.

- **Student Divorce**
  
  Provide the following:
  - legal documentation indicating effective date of divorce

- **Spouse recently Deceased**
  
  Provide ALL of the following:
  - death certificate or obituary from newspaper
  - statement of ALL benefits received as a result of death

- **Private High School Tuition incurred**
  
  Provide receipts showing charges paid in 2014 & skip Step 2

- **Medical expenses incurred in 2014 NOT covered by insurance**
  
  Provide receipts showing charges paid in 2014 & skip Step 2

- **Other**
  
  *(Car payment, credit card, or previous educational loan debt cannot be considered)*

THIS IS A TWO PAGE FORM – Please complete both sides.
STEP 2: Student/Spouse Projected 2015 Income – Complete the following section. Attach all supporting documentation specified in the situation description you checked in Step 1 and additional documentation to support your appeal. Do not leave any item blank; enter “0” where appropriate.

Please include the total amounts that you have received/earned and expect to receive/earn in 2015.

<table>
<thead>
<tr>
<th>Income Type</th>
<th>Student</th>
<th>Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable Wages</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Severance Pay</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>IRA/Pension Distributions</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Disability Income</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Interest and dividend income</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Rental/business/capital losses/gains</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Food/Housing/Living allowance</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Income (source):</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

STEP 3: Actual 2014 Income – Where applicable, please attach the following information.

- A written statement detailing the reason for your appeal
- 2015-2016 Independent Verification Worksheet
- Student 2014 W2’s
- Student 2014 IRS Tax Return Transcript
- Spouse 2014 W2’s
- Spouse 2014 IRS Tax Return Transcript
- I have previously submitted all of the above

**The review of your appeal may be delayed if ALL documentation has not been provided.**

By signing this form, I certify all information reported on this form and within the enclosed documentation is complete and correct. I understand that providing false or misleading information may result in a $20,000 fine, a prison sentence, or both, according to the Higher Education Act of 1965, as amended, Section 490(a). Any false or misleading information is subject to cancellation of all Federal financial assistance.

Student Signature  Date  Student’s Spouse Signature  Date