MARYGROVE COLLEGE 2014-2015
SPECIAL CIRCUMSTANCE APPEAL FORM

STUDENT NAME: _____ **STUDENT NUMBER:** _____

The outcome of your appeal will be sent to your Marygrove College email account.

Families have the right to appeal when the information on the FAFSA changes due to unforeseen circumstances. Financial aid administrators may use professional judgment in determining what, if any, changes to the data are warranted. These changes **may** make the student more eligible for financial aid.

Prior to Special Circumstance Review, you MUST complete the verification process. If you have not already completed the verification process, you must complete and submit a Verification Worksheet and attach all required documents. This form must also be completed by checking the appropriate box and attaching the additional documents required.

Appeals without verification documents or the additional required documentation are automatically denied. PLEASE ALLOW 4-6 WEEKS FOR REVIEW.

APPEAL REASON (check all that apply)	ADDITIONAL DOCUMENTS REQUIRED
❑ Change in Employment	❑ Copy of 2013 student/spouse W2 ❑ Copy of 2013 parent(s) W2 (for Dependent students) ❑ Copy of Last Pay Check Stub from previous employer. ❑ Copy of Most recent check stub from current employer.
❑ Loss of Employment	❑ Copy of 2013 student/spouse W2 ❑ Copy of 2013 parent(s) W2 (for Dependent students) ❑ Copy of last pay check stub from previous employer. ❑ Letter of termination from previous employer. ❑ Statement of eligibility/ineligibility for unemployment compensation. ❑ Severance Package, if applicable. Amount _____
❑ Loss of Child Support Income	❑ Copy of letter of termination of child support.
❑ Private School Tuition Payments for minor children.	❑ Copy of receipt for tuition YOU PAID for 2013-2014
❑ Death	❑ Copy of death certificate. (Not obituary).
❑ Unusual Medical Dental Expenses NOT covered by insurance.	❑ Third-party documentation of out of pocket expenses from physician, hospital, etc. ❑ Itemized deductions from 2013 federal income tax return.
❑ Divorce/Separation	❑ Copy of lease indicating new or separate residence. ❑ Copy of utility bill indicating new/separate residence. ❑ Copy of divorce filing or legal separation.
❑ Other	❑ Letter explaining Circumstances ❑ Third-party documentation to support letter of appeal.

Student Signature_____ Date: _____

*Parent Signature:_____ Date: _____

*Required for Dependent Students