



Office of Student Financial Services
2009-2010 Appeal/Special Circumstance Application
Independent Student

Please complete and return to:

Utica College, Student Financial Services, 1600 Burrstone Road, Utica, NY 13502

Fax: 315.792.3368 E-mail: sfs@utica.edu

Student's Name

Utica College ID Number

Address

Home Phone

Cell Phone

Appeals will be reviewed by a committee once **all requested documents have been received**. Appeals received after Dec. 10, 2009 may not be answered before the Jan. 6 billing due date. Please do not complete the Appeal application until you have received a Financial Aid Award package.

All items listed below must be submitted for an adequate review of your appeal.

Please **attach to this appeal application** the following:

- 1. Your appeal letter** as to why you are requesting a review of your Financial Aid Award package. Please be sure sufficient information has been given in your appeal letter for the Committee to review.
- 2. Supporting documentation** for:

Loss of Employment/Income

Student and/or spouse was working during 2008, but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer
- Letter from previous employer stating date of termination if available
- Last check stub or explanation of benefits letter from unemployment

Separation or Divorce

Student was married when the FAFSA was filed, but has now separated or divorced. The following documentation is required:

- Court Documentation verifying legal separation or divorce

Death of a Spouse

Spouse passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate

Unusual Medical Expenses

Student and/or Spouse has unusual medical expenses NOT covered by insurance. The following documentation is required:

- Copy of bill(s) AND receipts(s) of payment

- 3. Special Circumstance Recalculation Request** – Considered when a student's financial situation worsens. Therefore, 2009 rather than 2008 income would best reflect the student's ability to contribute to his or her education. This request is used to adjust the income reported on the 2009-2010 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year.

