



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

Parent 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

Parent 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 Parent

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

- Copy of Death Certificate

Unusual Medical Expenses

Parent 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 family's financial situation worsens. Therefore, 2009 rather than 2008 income would best reflect the family's ability to contribute to the student's 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.

Special Circumstance Recalculation Request (Dependent Student)

PARENT(S) CIRCUMSTANCE TO BE CONSIDERED WITH SUPPORTING DOCUMENTATION (check one):

- Loss of employment Separation or divorce
 Death of a parent unusual medical expenses

REASON FOR FILING

In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order.

2009 ESTIMATED INCOME

Project the anticipated income OR report the actual parent(s) income in the spaces provided.

PARENT(S) EXPECTED INCOME

CALENDAR YEAR (Jan. 1, 2009 – Dec. 31, 2009)

- Estimated 2009 Income earned from work by father \$ _____
- Estimated 2009 Income earned from work by mother \$ _____
- Estimated Child support to be received for all children in 2009 \$ _____
- Estimated other income for 2009: include disability benefits,
worker's compensation, unemployment benefits, pensions and
other untaxed income \$ _____

4. Verification documents: All students must submit the following verification documents, regardless of their reason for filing an Appeal/Special Circumstances: (If you were selected for verification for the 2009-10 academic year and documentation is already on file with Student Financial Services, you do not have to resubmit the required verification documents.)

- Signed copies of Parent(s) 2008 Federal Tax Return and Student's 2008 Federal Tax Return
- Parent(s) and Student's 2008 W-2's
- 2009-2010 Utica College Income Verification Form

Student Check only one of the boxes below.

- Check here if you are attaching a **signed copy of your 2008 Federal Income Tax Return (1040/1040A/1040EZ) and W-2's**
- Check here if you will **NOT** file and are **NOT** required to file a 2008 Federal Income Tax Return. **(If you received 2008 W-2's – please send copies of all W-2's)**

Parent(s) Check only one of the boxes below.

- Check here if you are attaching a **signed copy of your 2008 Federal Income Tax Return (1040/1040A/1040EZ) and W-2's**
- Check here if you will **NOT** file and are **NOT** required to file a 2008 Federal Income Tax Return **(If you received 2008 W-2's – please send copies of all W-2's)**

I certify that all the information on this form is true and complete to the best of my knowledge. If additional documentation is required, I will submit those documents in a timely manner or my Appeal/Special Circumstance Request will be denied. I also understand that giving false or misleading information is a violation of the federal law and will be treated as such.

Student's Signature _____ **Date** _____

Parent(s) Signature _____ **Date** _____

_____ **Date** _____