



Office of Student Financial Services
2011-2012 Appeal/Special Circumstance Application
Independent Student

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 April 15, 2011 may not be answered before the May 1 deadline for entering Freshmen and Transfers. Appeal application deadline is June 24, 2011 for the 2011-2012 academic year. 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** – Your (and/or your spouse's) income earned in 2011 will be less than that earned in 2010. Copy of last pay stub showing year-to-date earnings, termination notice from employer, and a benefit notice from unemployment office.
 - ____ **Loss of Taxable/Untaxed Income** – You (and/or your spouse) received benefits in 2010 which have ceased or been reduced in 2011.
Child Support, Social Security, Worker's Compensation, Alimony, Other (explain in letter)
Provide documentation from agency stating total amount received in 2010 and termination date or documentation of updated 2011 amount.
 - ____ **Legal Separation or Divorce** – You and your spouse have legally separated or divorced AFTER filing the FAFSA. Provide a copy of the divorce decree or legal separation agreement.
 - ____ **Death of Spouse** – Your spouse has died AFTER filing the FAFSA. Provide a copy of the death certificate.
 - ____ **Other** – Medical expenses (not covered by insurance) paid in calendar year 2010. Your (and your spouse's) medical Expenses in 2010 exceeded 11% of your total income. Provide documentation of proof of payment of medical bills and letter from insurance company showing medical expenses not covered.
3. **Special Circumstance Recalculation Request (worksheet on reverse side)** – Considered when a student's financial situation worsens. Therefore, 2011 rather than 2010 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 2011-2012 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year. This review with supporting documentation will determine if the student is eligible to receive additional federal student aid funds. (This reevaluation does not affect the New York State TAP awards.)
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 2011-12 academic year and documentation is already on file with Student Financial Services, you do not have to resubmit the required verification documents.)
 1. Signed copies of Student and Spouse (if married) 2010 Federal Income Tax Return
 2. Student and Spouse (if married) 2010 W-2's
 3. 2011-2012 Utica College Income Verification Form
5. **Complete Worksheet (Anticipated Income for 2011) and Certification on the 2nd page.**

Enter Anticipated Income for 1/1/2011 through 12/31/2011

Do not leave anything blank, if your answer is zero, enter "0"

Income Source	Required Documentation	Student's Income	Spouse's Income
Actual Earnings from Work	Letter(s) from prior employer(s), stating termination dates – on letterhead, signed and dated. A copy of your most recent pay stub(s) showing year-to-date earnings. Record total earnings from January 1 st to the date you stopped working.		
Estimated Earnings from Work	If you have begun a new job(s), provide a copy of your most recent pay stub(s) and estimate your total earnings for the remainder of the year.		
Net Business Income	Provide an estimate of your net income for the entire year. Provide documentation supporting any change. (You may be asked to provide the last 3 years of tax returns).		
Total Pension(s)	Statement from paying agency showing monthly amount received for the year.		
Unemployment Compensation	Unemployment recap showing amount of benefits received. Copy of statement from Unemployment Office showing weekly benefit rate and benefit period. Multiply by the number of weeks you will receive the benefit and record this as your total.		
Other Taxable Income (alimony, capital gains, etc.)	Note the source here and record the total amount you will receive for the year. Source: _____. Provide documentation supporting any change from previous year.		
Child Support Paid Out for 2011	Note the total you will pay out for the year and provide documentation supporting any change from previous year.		
Untaxed Portions of Pensions (Exclude Rollovers)	Note the total you expect to receive for the year and provide documentation supporting any change from previous year.		
Child Support Received for 2011	Note the total amount you expect to receive for the year and provide documentation supporting any change from previous year. Include those months for which you have already received payment.		
Worker's Compensation	Copy of benefit statement. Record total expected benefits for the year.		
Other Non-taxable Income	Note source here and record total year income you expect to receive. Source: _____. If there has been a change, provide a copy of a letter from the agency that provided benefits, detailing termination of benefits and copies of summaries of benefits.		
Social Security Benefits	Copy of notification of change in benefits. Estimate the total amount in benefits for the year. Include any totals received for the year prior to the benefit change. Be sure to include benefits for <u>all</u> family members.		

Certification: 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** _____

Spouse(s) Signature _____ **Date** _____
(if applicable)

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

2011-2012 Utica College Income Verification Form

Your application was selected for review in a process called "Verification." In this process we will be comparing information from your application with signed copies of 2010 Federal Tax Forms, W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you may need to make corrections on your Student Aid Report (SAR), or we may send corrections electronically, to have your information reprocessed. **Please complete this verification as soon as possible, so that your financial aid will not be delayed.** Your financial aid administrator will help you.

Please complete and return to:

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

(Parental information is not required for Independent students as determined by questions 45 through 57 on the FAFSA)

Student's Name _____

Utica College ID Number _____

Social Security Number _____

Date of Birth _____

<p>Household Information (DEPENDENT STUDENT) List in the chart below, people in your parents' household; include:</p> <ul style="list-style-type: none"> • your parents and yourself, even if you don't live with your parents, • your parents' other children (do NOT include foster children), if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid, • and other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012. <p>Also write the name of the college for any of these household members who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree or certificate program (do not provide college information for parents). If you need more space, attach a separate page.</p>	<p>Household Information (INDEPENDENT STUDENT) List in the chart below, people in your household; include:</p> <ul style="list-style-type: none"> • yourself (and your spouse, if you have one), and • your children (do NOT include foster children), if (a) you provide more than half of their support, and • other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2011 through June 30, 2012. <p>Also write the name of the college for any of these household members who will be attending college at least half-time between July 1, 2011 and June 30, 2012, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.</p>
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Full Name	Age	Relationship	College
You, the student applicant		Self	Utica College

****If your 2010 federal tax return was filed or will be filed, please do NOT complete this non-tax section****

Student Federal Non-Tax Statement (Please send copies of all 2010 W-2's received)
 I have **NOT** filed **and am not required** to file a 2010 Federal Income Tax Return – IRS Form 1040, 1040A, 1040EZ, foreign tax return, or tax return for Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, Swain's Island or the Northern Marianas Islands) or one of the Freely Associated States (i.e., the Republic of Palau, the Republic of the Marshall Islands or the Federated States of Micronesia). All information on the financial aid forms and the Student Aid Report, which will be used to calculate my federal and college aid award, is complete and correct.

Student's Signature _____ Date _____

Parent Federal Non-Tax Statement (Please send copies of all 2010 W-2's received)
 I have **NOT** filed **and am not required** to file a 2010 Federal Income Tax Return – IRS Form 1040, 1040A, 1040EZ, foreign tax return, or tax return for Puerto Rico, another U.S. territory (e.g., Guam, American Samoa, the U.S. Virgin Islands, Swain's Island or the Northern Marianas Islands) or one of the Freely Associated States (i.e., the Republic of Palau, the Republic of the Marshall Islands or the Federated States of Micronesia). All information on the financial aid forms and the Student Aid Report, which will be used to calculate my federal and college aid award, is complete and correct.

Parent(s) Signature _____ Date _____

_____ Date _____

Worksheet Part I & II

Calendar Year 2010

For the Student's column, enter the amount for the student (and his or her spouse, if married). For the Parents' column, enter the amount for the student's parent(s). Please report annual amounts. Information requested below that is left blank and not reported on the 2010 Federal Tax Return or W-2's will be assumed "0".

(Parental Information is not required for Independent students as determined by questions 45 – 57 on the FAFSA)

STUDENT/SPOUSE Information

PARENT(S) Information

Report Annual Amounts	<i>Part I – 2010 Additional Financial Information</i>	Report Annual Amounts
\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.	\$
\$	Child support you paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in question 72 (Dependent student) or question 93 (Independent student) on the FAFSA.	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships	\$
\$	Taxable student grant and scholarship aid reported to the IRS in your adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in your adjusted gross income. Do not enter untaxed combat pay. (Reported on the W-2 in Box 12, Code Q).	\$
\$	Earnings from work under a cooperative education program offered by a college	\$

Report Annual Amounts	<i>Part II – 2010 Untaxed Income</i>	Report Annual Amounts
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040 –total of line 28 + line 32 or 1040A-line 17	\$
\$	Child support received for any of your children. Don't include foster care or adoption payments.	\$
\$	Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Don't include the value of on-base military housing or the value of a basic military allowance for housing.	\$
\$	Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported above, such as workers' compensation, disability, etc. Also include the first-time homebuyer tax credit from IRS Form 1040-line 67. Don't include student aid, earned income credit, additional child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on-base Military housing or a military housing allowance, combat pay, benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.	\$
\$	Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form	\$ N/A

Certification – I/we certify that all information reported to qualify for Federal student aid is complete and correct.

Student's Signature _____ Date _____
 Parent(s) Signature _____ Date _____
 _____ Date _____