

## 2021-2022 Special Circumstance Appeal

**Student Name:** \_\_\_\_\_ **CLC ID#:** \_\_\_\_\_

**STUDENT:** I worked and was required to file 2020 taxes:  Yes  No

**PARENT(S):** I worked and was required to file 2020 taxes:  Yes  No

If your family's financial situation has changed since you filed the 2020-2021 FAFSA, you may qualify to have your aid eligibility reevaluated. You may be required to meet with a financial aid specialist to go over your appeal.

**Documentation Required of all appeals for consideration:**

- **A 2019 and 2020 Tax Return Transcript or Signed IRS 1040 and W-2 and 1099 forms for BOTH the student/spouse (if married) and parent(s).**
- **A typed detailed explanation of appeal; hand written explanation will not be accepted.**

**Please Note:** Your aid eligibility will not be reevaluated until all required and requested documentation is received. Submission of this appeal form does not guarantee an increase in your aid eligibility.

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### Check Reason(s) for Appeal

1. **Unemployment:** Indicate relationship to the student, the name of ex-employer(s), and calculate the expected/projected income for the 2021-2022 school year. Changes in employment must have occurred at least 6 weeks prior to the submission of this form and resulted in a loss of at least 20% of income. Changes in employment cannot be seasonal in nature.

The unemployment is for: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Employer(s): \_\_\_\_\_

Expected/Projected income for July 1, 2021 through June 30, 2022 for person(s) whom unemployment has occurred.

Wages, salaries, and tips: \$ \_\_\_\_\_ untaxed income: \$ \_\_\_\_\_ List source(s) of income reported:

\_\_\_\_\_  
 (Examples being social security benefits, AFDC, child support, worker's compensation, veteran's non-education benefits, other).

**Required Documentation:**

- A. Signed letter from employer on company letterhead verifying separation from employment. The letter must include the date of hire and date of separation.
  - B. If receiving unemployment benefits - a copy of the benefit statement.
  - C. If separated from more than one employer, you must submit a letter of separation for each employer.
  - D. Provide documentation of the expected/projected income above.
2. **Divorce/Separation:** Required documentation: Copy of divorce decree or documentation indicating separate residences and all W-2 and 1099 forms and itemization of tax return if filed taxes as married.
3. **Death of a Family Member:** relationship of family member to student:  
 \_\_\_\_\_  
 Required documentation: Copy of death certificate. You may be asked to submit all W-2 and 1099 forms.
4. **Medical/Dental Expenses:** Substantial out-of-pocket medical or dental expenses in 2020 that were not covered by insurance and/or not itemized on the 2020 tax return. Required documentation: please submit a written explanation of the expenses,  
 along with an Explanation of Benefits (EOB) from your insurance company or Schedule A of your taxes.
5. **Change in Employment:** Affected individual must have earned money in 2020 and experienced a significant decrease in resources that is a result of disability, natural disaster, change in employment, or another catastrophic event. This reduction must be at least \$2,000.00 and reflect at least a 20% decrease from 2020 total income. Please select the appropriate person below.

