



2016-17 Special Circumstances Appeal

Use this appeal to report changes in student and/or parent income, medical or educational expenses, or dependency status changes. Print and return this completed and signed form, a personal statement, and supporting documentation to the Office of Financial Aid (OFA). Please refer to the *Required and Supporting Documentation Checklist* on page 2.

Student Name: _____ UT EID: _____

PERSONAL STATEMENT *Required for all appeals.* Submit a signed personal statement describing the circumstances you are appealing (written legibly or typed). Include a narrative of the events that occurred (including dates) and how they have impacted you/your family's ability to help pay for college.

REDUCTION IN FINANCIAL RESOURCES OR INCOME

Who experienced a reduction in income? _____ (e.g. mother, father, self)
 What circumstance led to the reduction? _____
 What date did the reduction occur? _____
 List **future expected MONTHLY income** for the person above.
 Employment Earnings: \$ _____ Unemployment Benefits: \$ _____ Severance Pay/Paid Leave Time: \$ _____
 Worker's Compensation: \$ _____ Social Security Benefits: \$ _____ Death Benefits: \$ _____
 Other Income: \$ _____ Source: _____ Beginning Date: _____ End Date: _____

MEDICAL EXPENSES Include medical, dental and nursing home expenses for household family members not covered by insurance or reimbursed by a third party. Do not include insurance premiums.

Who is under medical care? What condition prompted the need for medical assistance? _____
 Total medical expenses **paid** in the most recent 12-month period: \$ _____
 If ongoing treatment is required, how long is the treatment expected to continue? _____
 What are your expected future monthly medical expenses? \$ _____
 For large outstanding balances, have you made payment arrangements with your providers? _____
 If so with whom? _____ Amount per month? \$ _____ Duration of agreement: _____

OTHER EDUCATION EXPENSES Your financial aid cost of attendance already includes budget allowances for basic room & board, average textbooks, and personal/miscellaneous expenses. Standard living expenses (rent/mortgage, utilities, cable, Internet), credit cards, cell phones, car/home repairs, parking permits, vacations, or charitable contributions, etc. cannot not be considered.

Above average expenses for textbooks/required supplies: \$ _____ *i.e.: \$475.00 or more per semester.*
 Parent/student educational loan payments: \$ _____ Private elementary/secondary tuition expenses: \$ _____
 Other: \$ _____ Explain: _____

DEPENDENCY STATUS CHANGE A history of family estrangement from both parents and/or dysfunction regarding both parents must exist to justify a dependency override, such as cases of abuse, abandonment, and or parent incarceration. Federal guidelines do not allow Dependency Overrides based solely on the student's ability to support him/herself, student files their own tax return (regardless of exemption status) or because parents are unwilling to provide financial support to the student, or are unwilling to provide parental income information on the FAFSA.

Situation prompting request: _____

CERTIFICATION SIGNATURE(S) *Required for all appeals.*

Student Signature: _____ Date: _____
 Parent Signature: (if applicable) _____ Date: _____



2016-17 Special Circumstances Appeal Required and Supporting Documentation Checklist

Review the checklist(s) below to determine what types of acceptable supporting documentation you need to submit with the Appeal. Student name and UT EID are required on all submitted documents. Submit unaltered photocopies of your documents. Originals will not be returned to you.

PERSONAL STATEMENT - REQUIRED FOR ALL APPEALS

A signed Personal statement describing the circumstances you are appealing (written legibly or typed) must be submitted. Include a narrative of the events that occurred (including dates) and explain how they have impacted you/your family's ability to help pay for college.

REDUCTION IN FINANCIAL RESOURCES OR INCOME

- **REQUIRED:** Signed copies of 2015 tax return, all W-2 forms, and all tax schedules
- **REQUIRED:** Verification of the circumstances which led to the reduction (*i.e. Lay off notice, Termination letter, retirement status, letter from previous employer, resignation letter*)
- **REQUIRED:** Specific documentation for future expected monthly income regarding any applicable: Employment earnings (last 3-6 months), Social Security Benefits, Unemployment Benefits, Severance pay/Lump sum Paid Leave, Worker's Compensation, Pension and/or Retirement Annuity Benefits, Death Benefits, Other income sources.

MEDICAL EXPENSES

Out of pocket medical expenses less than \$2500/year typically will not impact financial aid eligibility. Submit documentation of medical expenses incurred during the most recent 12-month period only.

- **REQUIRED:** 2015 tax return with Schedule B if you/your parent itemized deductions.
- **REQUIRED:** Receipts showing out-of-pocket payments made for medical bills, insurance claim history /summary.
- **REQUIRED:** Expected monthly expenses from ongoing treatment: billing statements,

OTHER EDUCATION EXPENSES

- Above average books/supplies: receipts, course syllabus, or instructor letter
- Educational loan payments: most recent loan repayment billing statement
- Private elementary/secondary Tuition: receipts and/or billing statement
- Other: Documents clearly identifying the source and amount of the expense. Include receipts.

DEPENDENCY STATUS CHANGE (FIRST TIME)

- At least two statements on official letterhead from a third party (counselor, teacher, clergy, court, etc.) whom can verify your circumstances Non-professional third party statements may be submitted, but must be signed and notarized.
- Submit FAFSA with only student information completed. Choose "I am unable to provide parental information" on the Dependency Status Results screen to submit your FAFSA online. You may submit a completed paper FAFSA if you cannot access FAFSA online.

DEPENDENCY STATUS CHANGE (RENEWAL): Submit FAFSA with only student information completed.

- **In a new personal statement**, summarize your original circumstances. Describe your current relationship status with your parents (not required for students whose parents are deceased).
- Provide one additional statement on official letterhead from a third party (counselor, teacher, clergy, court, etc.) whom can verify your circumstances. Non-professional third party statements may be submitted, but must be signed and notarized.
- Submit FAFSA with only student information completed. Choose "I am unable to provide parental information" on the Dependency Status Results screen to submit your FAFSA online