

FAMPJA 2011 – 2012 SPECIAL CIRCUMSTANCES APPEAL FORM

The Office of Student Financial Aid (OSFA) recognizes that students and their families may have extenuating financial circumstances that the Free Application for Federal Student Aid (FAFSA) does not consider. The OSFA Professional Judgment Appeals Committee reviews such circumstances. Notice: Submission of this Special Circumstances Appeal form does not guarantee a favorable change in your financial aid eligibility or award(s). **Decisions of the OSFA Professional Judgment Appeals Committee are final.**

WSU ID# _____ Phone Number: () _____

Last Name _____ First Name: _____

Requirements and Instructions:

1. OSFA must have your 2011-2012 FASFA on file.
2. OSFA is required to complete verification of your file as part of the special circumstances appeal review. Submit a completed 2011-2012 Verification Worksheet, which is available from OSFA and on the OSFA website at <http://finaid.wayne.edu/forms.php>.
3. Submit the following 2010 tax documents:

Dependent students:
 - Submit a signed copy of your parent(s)' 2010 federal 1040.
 - Submit a copy of your parent(s)' 2010 W-2 form(s)
 - Submit a signed copy of your 2010 federal 1040.
 - Submit a copy of your 2010 W-2 form(s).
Independent students:
 - Submit a signed copy of your (and your spouse's, if married) 2010 federal 1040.
 - Submit a copy of your (and your spouse's, if married) 2010 W-2 form(s).
4. Submit a letter with this appeal, explaining the circumstances of your family's current financial situation.
5. Complete only the sections of this form that apply to your circumstances.

Note: Many financial aid programs have specific deadlines, in which late submission of this appeal may result in a denial as the deadline to process aid eligibility has passed. Please submit the appeal a minimum of 4-6 weeks prior to the start of the semester for which you are requesting a review of your eligibility.

Incomplete appeals will result in a delay in processing time.

PLEASE CHECK THE BOX NEXT TO THE SITUATION THAT APPLIES TO YOUR FAMILY.

SPECIAL CIRCUMSTANCES	REQUIRED DOCUMENTS
<input type="checkbox"/> Divorce or Separation <u>AFTER</u> FAFSA has been filed (Student or Parent)	<ul style="list-style-type: none"> • Copy of divorce decree or documentation of separation (Separate Maintenance Agreement or attorney's letter) • Proof of separate residences. • Documentation verifying child support that student/parent is receiving for minor children.
<input type="checkbox"/> Retirement (Student or Parent)	<ul style="list-style-type: none"> • Letter of separation from employer. • Copy of last pay stub showing earnings. • Statement of retirement benefits.
<input type="checkbox"/> Death of Parent or Spouse <u>AFTER</u> FAFSA has been filed	<ul style="list-style-type: none"> • Copy of death certificate or obituary notice.
<input type="checkbox"/> Loss of Employment due to Layoff or Termination (Student or Parent)	<ul style="list-style-type: none"> • Letter from employer on company letterhead that includes the last date of employment. • Copy of unemployment benefits OR statement of ineligibility. • Documentation of severance/buy-out package. • Documentation of year-to-date income.
<input type="checkbox"/> Change in Employment Status, from full-time to part-time, or reduction in wages. (Student or Parent)	<ul style="list-style-type: none"> • Letter from employer on company letterhead that includes the change and effective date. • Documentation of year-to-date income. • If you reduced the number of work hours for the purpose of attending school, please provide a letter to explain.
<input type="checkbox"/> Loss of Other Income (e.g. child support) (Student or Parent).	<ul style="list-style-type: none"> • Letter regarding ending payments from parent paying child support or statement from Friend of the Court, including stop dates and amounts.
<input type="checkbox"/> Non-recurring 2010 income (e.g. IRA distribution, pension distribution, inheritance, etc.) (Student or Parent)	<ul style="list-style-type: none"> • Documentation of income type and amount. • Documentation of how the funds were spent or invested.
<input type="checkbox"/> Parent's 2011-12 College Enrollment (Parents of Dependent students only)	<ul style="list-style-type: none"> • Documentation from the college of parent's enrollment in a program leading to a degree or certificate, including the program of study and the program beginning and ending dates.
<input type="checkbox"/> Private School K-12 Tuition	<ul style="list-style-type: none"> • Letter from the child's school stating the 2011-2012 tuition (minus scholarships/discounts). The letter must identify the child by name.
<input type="checkbox"/> Non-reimbursed Medical or Dental Expenses	<ul style="list-style-type: none"> • Documentation for non-reimbursed medical/dental expenses. • Include Schedule A (if filed) of the federal 1040

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(For Dependent Students Only)