

Howard University
Student Financial Services
Office of Financial Aid
2400 6th Street, N.W., Suite 205, Washington, DC 20059
Phone: (202) 806-2820 Fax: (202) 806-2818

SPECIAL CIRCUMSTANCES APPEAL
2011-2012

Last Name, please print	First Name, please print	Howard University ID Number
Email Address		Telephone Number (include area code)

Sometimes families have special circumstances which may require recalculating their financial aid eligibility based on their **estimated 2011** information, rather than the required **2010** information reported on the 2011-2012 Free Application for Federal Student Aid (FAFSA).

This form and required additional information must be submitted before we will consider your Special Circumstances Appeal request. All students requesting a Special Circumstances Appeal will be **selected for verification** and **submission of this appeal does not guarantee approval**. Please be advised that appeal requests, if approved, are granted on a one-time, case-by-case basis. **All appeal decisions are final. Approved appeals may not automatically qualify the student to receive additional financial aid.**

Appeals will not be accepted for validation consideration after the deadline dates below:

Fall 2011 – April 30, 2011 **Spring 2012 – October 15, 2011**

Instructions

- 1) On page 2, check **only one** situation for which you are requesting a special circumstances review.
- 2) Attach a clear and brief **typed** and **signed one-page** explanation of your situation.
- 3) Attach the required documentation as listed on page 2 – during the review, the Financial Aid Office may require additional information.
- 4) On page 3 complete the Projected **2011** Income Worksheet and attach **required documentation**.
- 5) Complete a Verification Worksheet:
 - a) **If dependent**, submit 2011-2012 **Dependent Verification Worksheet** and attach signed copies of student's and parents' 2010 federal income tax returns (1040, 1040A, 1040EZ) and 2010 W-2 forms
 - b) **If Independent**, submit 2011-2012 **Independent Verification Worksheet** and attach signed copies of student's and spouse's 2010 federal income tax returns (1040, 1040A, 1040EZ) and 2010 W-2 forms
- 6) Submit all requested documents to the Office of Financial Aid.

APPEALS SUBMITTED WITHOUT ALL REQUIRED DOCUMENTATION WILL BE DENIED.

I understand that purposely giving false or misleading information will result in the cancellation of my request. I understand that if my appeal is approved, the recalculation of my eligibility does not guarantee receipt of additional aid.

 Student's Signature Date

 Mother/Stepmother Signature (if dependent) Date

 Spouse's Signature (if independent) Date

 Father/Stepfather Signature (if dependent) Date

 Parent's Email Address (**required**)

Special Circumstance Situation (check only one situation)

Unemployment for at least 10 weeks beginning on or after January 1, 2011

Examples include: Termination/layoff from job, significant reduction in work hours or income, or retirement.

Required Documents: Signed and dated Employer Letter (on company letterhead) listing the following: last date of employment, total earnings from Jan. 1, 2011 through last date of employment in 2011, copy of last pay stub, and copy of severance/benefits/unemployment compensation eligibility.

Unusual Medical and Dental Expenses

Examples include: Medical expenses incurred during 2011 and not covered by Health/Dental insurance.

Required Documents: Expenses must be accompanied by proof of payment (receipts) made by student, spouse (if married), parents (if dependent). Unpaid bills are not sufficient. Voluntary medical procedures do not qualify.

Loss of 2011 Income Other Than Employment.

Examples include: Loss of Social Security, TANF, Child Support, One time income such as IRA or pension distribution, inheritance, or any Other Untaxed Income.

Required Documents: Documentation of termination of benefits from benefit provider. Examples include Social Security Administration, Department of Social Services, divorce decree, court order.

Separation or Divorce of (check one):

parent or spouse during the 2011 calendar year

Examples include: Parent (if dependent) or spouse (if independent) no longer residing in household due to separation or divorce.

Required Documents: Copy of separation agreement, divorce decree, or substantial evidence (mortgage/leasehold information) proving parent (if dependent) or spouse (if independent) is residing in separate residence. Parties in question living in same dwelling will not be considered.

Death of (check one): parent or spouse during the 2011 calendar year

Examples include: Parent (if dependent) or spouse (if independent) deceased after student filed 2011-2012 FAFSA.

Required Documents: Copy of death certificate.

Elementary/Secondary Educational Tuition, Dependent Care, and Extended Family Support Expenses.

Examples include: Necessary private school tuition (attendance must be continual throughout 2011-2012), elder/dependent care, or other family care expenses incurred due to health/medical impairment.

Required Documents: For private school tuition – copies of cancelled checks/receipts of payments for 2011 indicating the amount paid and to which educational institution. For elder/dependent care – copies of cancelled checks/receipts of payments for 2011 indicating the amount paid to the caregiver and statement on office letterhead from doctor/health care provider verifying the care is required.

Projected 2011 Income Worksheet

Estimate amounts that will be received **January 1, 2011 through December 31, 2011**
 Provide **legible** documentation of all income listed below

Employment Income	Income Received By (Student/Spouse/Parent)	Source of 2011 Income (Company Name, etc.)	Actual Income Earned to Date	Estimated Income To Be Earned Remainder of 2011	Total 2011 Income
	Student – if independent	\$	\$	\$	\$
	Spouse – if independent	\$	\$	\$	\$
	Mother/Stepmother (if dependent)	\$	\$	\$	\$
	Father/Stepfather (if dependent)	\$	\$	\$	\$
Subtotal 2011 Income Earned From					\$

Other Taxable Income		Unemployment	Pension/Annuity	Social Security/SSI	Other
	Student – if independent	\$	\$	\$	\$
	Spouse – if independent	\$	\$	\$	\$
	Mother/Stepmother (if dependent)	\$	\$	\$	\$
	Father/Stepfather (if dependent)	\$	\$	\$	\$
Subtotal 2011 Other Taxable Income					\$

Untaxed Income	Sources of 2011 Untaxed Income:	Indicate Source:	Indicate Source:	Indicate Source:	Indicate Source:
	Student – if independent	\$	\$	\$	\$
	Spouse – if independent	\$	\$	\$	\$
	Mother/Stepmother (if dependent)	\$	\$	\$	\$
	Father/Stepfather (if dependent)	\$	\$	\$	\$
Subtotal 2011 Untaxed Income					\$
Grand Total Estimated 2011 Income					\$