



2013-2014 Special Circumstance Appeal Form
Office of Financial Aid
Saint Xavier University

DEPENDENT

This Special Circumstance Appeal Form can be used by you and your family to report unusual circumstances that may impact your ability to pay for your education at Saint Xavier University. These circumstances can be conditions that have reduced your income for 2013 or extraordinary expenses that provide you with less disposable income.

Before the Office of Financial Aid can review the information on this form, you must have previously filed a 2013-2014 Free Application for Federal Student Aid (FAFSA).

STUDENT INFORMATION

Name

Student ID Number

E-mail Address

Phone Number

INSTRUCTIONS

To be reviewed, this form must be completed in its entirety. All appeals require the following:

- ✓ 2013-2014 Dependent Verification Worksheet V1 Form
Print your form at www.sxu.edu, keyword: financial aid forms
- ✓ 2012 IRS Tax Transcript (or W-2(s) for non-tax filers)
Instructions for obtaining your tax transcripts are detailed on the Dependent Verification Worksheet V1 Form
- ✓ A statement explaining the unusual circumstances
Be specific and provide copies of all appropriate documentation
- ✓ Copies of all supporting documentation
Noted in each section below

REASONS FOR APPEALS

Please check the box(es) that best describe your special circumstance(s):

Loss of Income / Income Reduction

- Applies If: 2013 income for you and/or your parents will be considerably less than 2012 income.
- Examples Include: Loss of employment; reduction in wages; expiration of unemployment benefits; loss of untaxed income or benefits; loss of one-time income, such as inheritance, lottery, or IRA/pension/capital gains distributions.
- Documentation Needed: Most recent paycheck stub(s), unemployment benefits statement, and any additional documentation that verifies the loss of income.

Excessive Medical/Dental Expenses

- Applies If: Medical/Dental expenses exceed 7.5% of your Adjusted Gross Income (AGI).
- Documentation Needed: For 2012 expenses, provide your Federal Income Tax Return Schedule A (or copies of bills/insurance statements, if Schedule A was not filed). For 2013 expenses, provide bills demonstrating amount paid (not covered by insurance).

Elementary/Secondary Tuition for 2013-2014

- Applies If: Your parents will pay elementary or high school tuition for their other dependents for the 2013-2014 academic year.
- Documentation Needed: Attach a photocopy of the tuition statement from each school. If the 2013-2014 tuition statement is not yet available, please attach a photocopy of the 2012-2013 tuition statement with any expected tuition increase amount.

Separation, Divorce or Death of Parent

- Applies If: Since you filed your 2013-2014 FAFSA, your parents have been separated or divorced, or a parent died.
- Documentation Needed: Legal separation document (or signed and notarized statement from your parents, along with proof of separate residence), divorce decree, or copy of death certificate.

CERTIFICATION—READ CAREFULLY BEFORE YOU SIGN

I hereby certify that all information contained in this document is true and complete. I understand that if I am found to have knowingly or intentionally given false or fraudulent statements and/or documentation, my request will be denied, and my eligibility for aid jeopardized.

Saint Xavier University reserves the right to request additional documentation to support claims made on this form.

Student's Signature

Date

Parent's Signature

Date