LEE UNIVERSITY

Financial Aid Office
Special Conditions Adjustment Request 2016-2017

Our goal is to award the best financial aid package based upon current funds available and the information you provided on the Free Application for Federal Student Aid (FAFSA). If your financial situation has changed drastically and what you reported on the FAFSA does not accurately reflect your situation now, you may pursue a re-evaluation of your financial aid award. The following is a list of certain criteria that our office can take into consideration and may merit an adjustment. Please keep in mind, if you do not meet one of the criteria below, the change in your financial situation will be reflected on the FAFSA for the 2016-2017 academic year.

This form should be completed AFTER your 2016-2017 FAFSA has been submitted and there has been a significant decrease in household income (you, your spouse's or your parent's income).

Examples of changes to income:

- Unemployment
- Reduction in work hours
- Loss of supporting family member
- One time distribution of funds from pension plan, Insurance settlement, etc.
- Unusual out-of-pocket medical payments
- Private Elementary/Secondary Tuition Expenses

Required documentation of change to income:

- A written statement outlining the circumstances regarding change of income.
- Copy of first two pages of 2015 tax return or entire 2015 tax return transcript
- Supporting documentation to prove the change in income. Possible supporting documents could be:
  - Statement of termination with dates from prior employer
  - Last pay stub indicating 2015 year-to-date earnings
  - Documentation of unemployment benefits
  - Medical documentation with paid out-of-pocket expenses
  - Copy of letter from the agency that terminated benefits
  - Copy of legal documentation regarding change in marital status
  - Signed 2015 tax return with a copy of Schedule A showing itemized deductions for medical/dental expenses
  - Statement from private school showing costs of tuition for the 2016-2017 school year.

Personal Information:

Student Name: _____
First Middle Last

Student ID: _____ Phone Number: _____

Permanent Address: _____
Street City State Zip

E-mail Address: _____

Please submit this form with all attached required documentation to:
Lee University Financial Aid Office
PO Box 3450
Cleveland TN 37320-3450
Phone: (423) 614-8300
Fax: (423) 614-8308