

2014-2015 Financial Aid Appeal Form

Student's Name _____ **ID#** _____

Student/Parent email _____

The Office of Financial Aid can use their professional judgment to make adjustments to your Free Application for Federal Student Aid (FAFSA) due to unusual circumstances. You will have to provide sufficient documentation to support any adjustments. Be aware that the school is not required to process an appeal, and if the financial aid administrator determines that an adjustment is not warranted, the decision is final and cannot be appealed to the university or the U.S. Department of Education.

Professional judgment may be considered at Southern New Hampshire University for the following circumstances:

Reason for Appeal [Please check the reason(s) that apply to your situation.]

- Unemployment of student/spouse or parent for at least twelve (12) weeks in 2014. (Please note that this is not applicable to loss of business income.)
- Death of parent or spouse after student has filed the 2014-2015 Free Application for Federal Student Aid (FAFSA).
- Divorce (or pending divorce) of parents or spouse after student has filed the 2014-2015 FAFSA.
- Unusual, necessary medical/dental expenses.

THIS APPEAL WILL NOT BE ACCEPTED WITHOUT DOCUMENTATION ATTACHED (see page 2 for required documentation). Documentation should prove what you state as your reasons for the appeal. Failure to provide adequate documentation will result in your appeal being denied.

An appeal will not be considered if a student has declined all or a portion of their federal financial aid award.

By signing below, I certify that all information and documentation given is accurate and true. I understand that misrepresentation of information may result in repayment of federal and state financial aid received.

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____
(dependent students only)

DATE: _____

Documentation Checklist

In order to appeal you must submit the following:

- A signed statement asking for a re-evaluation and explaining the situation in detail.
- A copy of the 2013 federal tax return transcripts for both student and spouse/parent. (Required even if IRS Data Retrieval Tool was used on FAFSA.)
- 2013 W-2 forms for both student and spouse/parent.
- A 2014-2015 Independent Verification Worksheet **or** a 2014 -2015 Dependent Verification Worksheet (Download either form at <http://www.snhu.edu/1433.asp>)
- Specific documentation relative to your situation. See below.

Parent/Student (or Spouse)

1. A parent/student (or spouse) has been unemployed for at least 12 weeks in 2014.

- Letter on letterhead or official notice from employer verifying the last date of employment.
- Verification of unemployment income from the Department of Labor or employment office denial of unemployment funds.
- Documentation of all earned income from January 1, 2014, to present. You must provide the latest/final paycheck stub indicating “year-to-date” earnings.
- Documentation of all other income that the parent/student or spouse might have received or anticipates receiving (from January 1 to December 31, 2014), both earned and untaxed, including severance.

2. The death of a parent or spouse after student has filed the 2014-2015 Free Application for Federal Student Aid (FAFSA).

- Copy of death certificate.

3. Divorce (or pending divorce) of parents or student after student has filed the 2014-2015 FAFSA.

- Copy of official divorce decree (must be signed by a judge) or attorney statement of pending divorce.
- In cases of separation, if court documentation is not available, you must provide a copy of a current utility bill (gas, electric, water, etc.) or a signed lease from a landlord proving separate residences for you and your spouse.

4. Unusual necessary medical/dental expenses

- Cancelled checks or receipts showing amounts paid with statement from insurance company showing expenses were not reimbursed.
- Statement from pharmacy showing pharmaceuticals paid for by student/parent not covered by insurance-co-pays may be included.
- Statement from physician showing out-of-pocket payments i.e. co-pays.