

## SPECIAL FINANCIAL CIRCUMSTANCES Appeal Criteria



SPF Appeal Reasons	Required Documents
<b>Death of parent or spouse</b>	<ul style="list-style-type: none"> <li>• Letter outlining the full reasons for appeal;</li> <li>• Copy of the death certificate;</li> <li>• Student and parent’s 2021 and 2022 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return</li> <li>• W-2 forms</li> </ul>
<b>Separation or divorce (Parent or Student)</b>	<ul style="list-style-type: none"> <li>• Letter outlining the full reasons for appeal</li> <li>• Copy of the separation agreement, divorce decree or other official evidence to prove the change in marital status has occurred</li> <li>• Student and parent’s 2021 and 2022 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return</li> <li>• W-2 forms</li> </ul>
<b>Complete involuntary unemployment that begin on or after January 1, 2022 and continues for 10 consecutive weeks</b>	<ul style="list-style-type: none"> <li>• A letter outlining the full reasons for appeal;</li> <li>• Written notice of involuntary job termination or layoff from former employer (loss of income from temporary positions, self-employment, or commissions may not be considered);</li> <li>• If applicable copies of severance pay, and or/or any benefits, which will continue after dismissal.</li> <li>• Copies of unemployment benefits or proof of denial of benefits;</li> <li>• Copies of your last pay stub(s) from previous and/or current employers;</li> <li>• Student and parent (or spouse for independent students) 2021 and 2022 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return</li> <li>• W-2 forms</li> </ul>
<b>Loss of child support or social security benefits as a result of you reaching the age of majority</b>	<ul style="list-style-type: none"> <li>• A letter outlining the full reasons for appeal</li> <li>• Documentation of the loss of child support (i.e. a court order or divorce decree); or the loss of social security benefits</li> <li>• Student and parent’s 2021 and 2022 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return</li> <li>• W-2 Forms (if applicable)</li> </ul>