

2022–2023 Special Conditions Appeal

Name: _____ Student I.D. #: _____

Address: _____ Phone #: _____

What is a Special Conditions Appeal?

Students and families who are experiencing economic hardship may apply for a reduction of income through the Special Conditions appeal. When applying for financial aid, students are required to use their 2020 tax and income information on the 2022–2023 FAFSA. Students may elect to appeal their eligibility for federal and state aid resulting from an involuntary reduction of income during the 2020 or 2021 years. The purpose of this process is to show a more accurate picture of the family's circumstances at present.

Instructions for Appeal Process

The Office of Financial Aid will review only one appeal per student, per circumstance. *Students submitting a Special Conditions appeal must include all of the following.* (Use the check boxes to keep yourself organized.)

- ☐ Meet with a financial aid administrator first to discuss your situation and learn about the Special Conditions procedure.
- ☐ Submit a detailed, typed letter outlining the reasons for your appeal; verbal appeals will not be accepted.
- ☐ Indicate the date when the circumstance began: ____/____/____.
- ☐ Complete the 2022–2023 Verification worksheet.
- ☐ Attach all relevant, supporting documentation for the reason stated in your appeal. Include all requirements per that category (below).
 - ☐ **1) Involuntary Job Loss:** ☐ Termination Letter (from employer) ☐ Unemployment Benefits Statement
 - ☐ **2) Death of Wage Earner:** ☐ Copy of Death Certificate
 - ☐ **3) Martial Separation:** ☐ Utility Bills (dated last 30 days) ☐ Separate Lease/Mortgage Statements ☐ Separate Pay Stubs
 - ☐ **4) Divorce:** ☐ Copy of Finalized Divorce Decree
 - ☐ **5) Medical/Disability:** ☐ Medical Bills ☐ Workmen's Compensation Statements ☐ Disability Statements
 - ☐ **6) Other:** _____
- ☐ Provide **both** student/parent or student/spouse **2020 Tax Return Transcripts**.
- ☐ Provide **both** student/parent or student/spouse **2021 Tax Return Transcripts**.
- ☐ Provide **both** student/parent or student/spouse **2020 W-2s**.
- ☐ Provide **both** student/parent or student/spouse **2021 W-2s**.
- ☐ Include documentation for your projected income for 2021 and/or 2022:
 - ☐ Most Recent Pay Stub(s) ☐ Severance Pay ☐ I Don't Have a Current Source of Earned Income
- ☐ Document any untaxed income for 2020 and/or 2021:
 - ☐ Child Support Statement ☐ Social Security (SSI/SSD) Benefits Statement ☐ TANF Statement ☐ WIC Statement
 - ☐ I Don't Receive Sources of Untaxed Income

What Happens After Your Appeal

- Appeals without supporting documentation will be denied.
- Appeals may take more than 30 days to review and during such time the committee may request additional information.
- Students will be informed of the appeal decision by email. The RCSJ student email address will be used. Results of appeals will not be given or discussed over the phone for privacy reasons.
- **Approved appeals** will result in an update to your current FAFSA to reflect the reduction in income. The student will receive a new Student Aid Report (SAR) from the U.S. Department of Education as well as confirmation from the College.
- **Denied appeals** will require you to use your own resources, should you choose to enroll at RCSJ. This may include utilizing a payment plan or applying for an alternative loan program. (Apply directly through the lender, not the College, for private loans.)
- Students who choose to enroll while they are waiting for the outcome of the Special Conditions appeal or have an appeal denied, are responsible for all charges on their account.

By signing below I acknowledge that I have read and understand the information provided on this form. I also confirm the information provided is true and accurate.

Student Signature: _____ Date: _____

Financial Aid Office Use Only

Date Received: _____ If package incomplete, date notice sent to student: _____

PJ Decision: ☐ Approved ☐ Not Approved

FAO Comments: _____

Financial Aid Officer: _____ Date: _____