

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

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 2021 tax and income information on the 2023–2024 FAFSA. Students may elect to appeal their eligibility for federal and state aid resulting from an involuntary reduction of income during the 2021 or 2022 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.)

- 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 2023–2024 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 **2021 Tax Return Transcripts**.
- Provide *both* student/parent or student/spouse **2022 Tax Return Transcripts**.
- Provide *both* student/parent or student/spouse **2021 W-2s**.
- Provide *both* student/parent or student/spouse **2022 W-2s**.
- Include documentation for your projected income for 2022 and/or 2023:
  - Most Recent Pay Stub(s)     Severance Pay     I Don’t Have a Current Source of Earned Income
- Document any untaxed income for 2021 and/or 2022:
  - 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 e-mail. The RCSJ student e-mail 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 be packaged accordingly to their eligibility.
- 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: \_\_\_\_\_