

# Income Adjustment Appeal

2021 - 2022 Academic Year

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Federal laws governing financial aid allow the Saint Paul College Financial Aid Office to recalculate financial need in cases of special circumstances not taken into consideration by the Free Application of Federal Student Aid (FAFSA). To ensure fairness and compliance with the federal regulations, there are limits to which circumstances can be considered. Special Circumstances are considered on a case by case basis.

## **COMMON CIRCUMSTANCES INCLUDE, BUT ARE NOT LIMITED TO:**

- An unforeseen loss of employment or income
- Termination of benefits received or income such as child support, alimony, social security
- One-time occurrence of income such as a debt cancellation, an inheritance, lottery win, or IRA withdrawal
- Childcare expenses paid
- Death of a parent or spouse
- Divorce or legal separation
- Major medical or dental expenses not covered by insurance

## **SOME CIRCUMSTANCES NOT CONSIDERED APPLICABLE:**

- High mortgage
- Car payments
- Personal debt
- Reducing hours or quitting a job to attend school

Requests may take up to 30 business days to review.

# Income Adjustment Appeal

Student Information/Resource Statement  
2021 - 2022 Academic Year

STUDENT ID #: \_\_\_\_\_

For Office Use Only

Please print clearly. Do not leave any item blank.

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Last First

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## APPEAL REQUIREMENTS

- 1. Personal Statement** - Type a detailed explanation of your request with specific dates referencing your circumstances. Be sure to include if you would like us to use 2020 tax year or projected 2021 income in place of the 2019 financial information. Your statement must include your name, student ID number, hand-written signature and dated.
- 2. Financial Documents** - Signed 2019 IRS Form 1040 with 2019 W2, Schedule C/C-EZ's, Schedule 1, 2, and 3. Based on your request, other acceptable financial documents include but not limited to Signed 2020 IRS Form 1040 with 2020 W2, Schedule C/C-EZ's, Schedule 1, 2, and 3, recent pay records, and account detail of other sources of income. Dependent students must provide student income information from the same year as a parent(s).
- 3. Supporting Documentation** - Provide documentation that will support your explanation which may include but doesn't limit to: death certificate, layoff notice, unemployment records, medical bills, letter of separation, divorce decree, etc.

## CERTIFICATION

I certify that the information listed on the form and all supporting documents concerning my appeal of a "Special Circumstances/Income Review" is correct and complete.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required for dependent students)

\_\_\_\_\_  
Date

### For Financial Aid Office Use Only:

Outcome:

- Eligible for income reduction  
 Not eligible for income reduction

Corrections Entered CPS On-line: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Financial Aid Authorization: \_\_\_\_\_ Date: \_\_\_\_\_