

SPECIAL FINANCIAL CIRCUMSTANCES Appeal Criteria



SPF Appeal Reasons	Required Documents
Death of parent or spouse	<ul style="list-style-type: none"> • Letter outlining the full reasons for appeal; • Copy of the death certificate; • Student and parent’s 2020 and 2021 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return • W-2 forms
Separation or divorce (Parent or Student)	<ul style="list-style-type: none"> • Letter outlining the full reasons for appeal • Copy of the separation agreement, divorce decree or other official evidence to prove the change in marital status has occurred • Student and parent’s 2020 and 2021 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return • W-2 forms
Complete involuntary unemployment that begin on or after January 1, 2021 and continues for 10 consecutive weeks	<ul style="list-style-type: none"> • A letter outlining the full reasons for appeal; • 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); • If applicable copies of severance pay, and or/or any benefits, which will continue after dismissal. • Copies of unemployment benefits or proof of denial of benefits; • Copies of your last pay stub(s) from previous and/or current employers; • Student and parent (or spouse for independent students) 2020 and 2021 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return • W-2 forms
Loss of child support or social security benefits as a result of you reaching the age of majority	<ul style="list-style-type: none"> • A letter outlining the full reasons for appeal • Documentation of the loss of child support (i.e. a court order or divorce decree); or the loss of social security benefits • Student and parent’s 2020 and 2021 Federal IRS Tax Return Transcript or 1040 Signed Federal Tax Return • W-2 Forms (if applicable)
Unemployment Benefits from 2020 Tax Year Included in Adjusted Gross Income	<ul style="list-style-type: none"> • 2020 Federal IRS Tax Transcript or 1040 Signed Federal Tax Return • Proof of unemployment benefits