

Student Name _____ Student ID # _____

Financial Aid Appeal Procedure
For Unusual Circumstances
Marymount University Office of Financial Aid.
2807 N. Glebe Road, Arlington, VA 22207-4299
Fax (703) 516-4771

When completing a FAFSA Application some individual circumstances may not be taken into consideration. Certain unusual personal and/or financial circumstances can affect your eligibility for financial aid funds and should be reported.

Appeal for Unusual Circumstances due to any of the following reasons:

- Loss of employment (change of income from previous tax year, retirement)
- Loss of untaxed income (social security, child support, etc.)
- Unusual living, medical, or educational expenses
- Separation or divorce
- Death of family member
- Losses due to natural disasters, fire, etc.

Items you must submit for Appeal:

1. Submit a signed, written explanation of all circumstances which may affect the family's ability to contribute toward educational expenses. Be sure your statement includes a clear itemization of all dollar amounts of expenses or losses. In addition your letter must also include an estimated gross income for the year to account for the loss of income. Send supporting documentation whenever possible. (Ex: bills statement)
2. Whenever you are appealing about loss of income submit copies of current pay stubs or leave earning statement with year-to-date information. Also include appropriate documents indicating any unemployment, retirement, public assistance, or other forms of income you are receiving.
3. You are required to complete a verification process to review all the data provided on your original FAFSA form before we will review any appeal for more need-based funding. You must submit the following verification items; Additional Financial Information Worksheet; Dependent or Independent Verification Worksheet; copies of student, spouse, and parent federal tax returns for the appropriate year. You can download the forms by going to <http://www.marymount.edu/financialAid/forms.aspx>

Be sure to sign all documents you are submitting for your appeal. Letters may be addressed to the Financial Aid Appeal Committee. Appeals are handled by the Financial Aid Appeal Committee on a case-by-case basis. You will be notified in writing with an updated award letter of the appeal committee's decision. All appeal committee decisions are final! Please allow 30 days for the processing of your appeal.

If you need further information, please contact the Financial Aid Office at (703) 284-1530