



## Financial Aid Appeal Procedure for Unusual Circumstances

Student Name \_\_\_\_\_ ID \_\_\_\_\_

With 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 can be reported for possible award revisions.

### 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.
  - o If your appeal letter is addressing loss of income or employment be sure to include a written estimated gross income for the entire year (January to December). Be sure to include any previous earnings, unemployment benefits, and severance pay in your total. Please attach the last pay stub or earning statements with year-to-date information.
  - o If your appeal is for unusual expenses, please be clear and itemize dollar amounts of expenses.
2. Submit any supporting documents for your appeal such as:
  - o Recent pay stubs
  - o Death Certificate
  - o Unemployment/Retirement Letter
  - o Bill Statements: medical, funeral, court, education, etc.
  - o Proof of Divorce or Separation
  - o Public Assistance Letter
  - o Child Support
  - o Social Security
  - o Supporting statements from lawyer, counselor, etc.
3. You are required to complete a verification process to review all the data provided on your original FAFSA form before we can review any appeal for more need-based funding. You must submit the following verification items:
  - o Current academic year of the Dependent or Independent Verification Worksheet, copies of student, spouse, and parent federal return tax transcripts and W-2 statements (see verification worksheet for explanation). You can download the forms by going to <http://www.marymount.edu/financialaid> and click on Forms.

**Be sure to sign all documents you are submitting for your appeal.**

You may now upload your documents by setting up an account on BOX by going to [https://account.box.com/login?redirect\\_url=/](https://account.box.com/login?redirect_url=/) .

Name your folder by your 7-numeric Marymount student ID number, then use the email address [faid@marymount.edu](mailto:faid@marymount.edu) to share your folder on BOX. If you do not know your Marymount Student ID number, please name your folder by last name.

Once complete, choose the "EDITOR" option. If you are re-uploading a new document on BOX, please re-share your folder as "EDITOR" using the same email above. If you need further assistance in regards to BOX, please go to <https://support.box.com/hc/en-us>.