

ROOSEVELT UNIVERSITY

Office of Financial Aid

SPECIAL CIRCUMSTANCES APPEAL FORM

Student Name: _____

ID#: _____ SS# _____

Telephone #: _____ Email address: _____

Recognizing that special circumstances exist, the Financial Aid Office will re-evaluate, upon request, your financial aid eligibility. Please indicate below your reason for a re-evaluation and signed copies of your (spouses and parents) most recent Federal Tax Returns and W2's.

Depending on the circumstance, various documents are needed to support your situation. Documentation must be thorough and complete. It is your responsibility to provide all needed documentation to support your special circumstance.

Attach a detailed statement explaining your circumstances. In addition, submit supporting documentation to verify your situation, i.e. death certificate of parent or spouse, legal separation or divorce decree, most recent pay stubs, disability income, medical bills, and/or letter from employer stating last date of employment. We will contact you if additional items are needed.

Needed documentation-Please check one:

- Reduction or Loss of Job
A letter from the former employer and other supporting documentation.
- Divorce/Separation
Divorce -copy of divorce documents and include signed copies of the Federal Tax returns.
Separation – Proof of legal separation, utility bills indicating separate residences.
- Disability of Student, Spouse, or Parent
Statement from a physician as to the nature and condition of the disability and the date the disability began.
- High Medical/Dental Expenses **Not** Paid By Health Insurance
A detailed explanation of the situation, copies of all expense receipts and insurance papers, and an itemized listing showing type of expense and the total amount you have paid.
- Death of Spouse or Parent
A copy of an official death certificate.
- Loss of Unemployment benefits.
A statement from the employment agency detailing the amount of benefits received and date terminated.

One-time income (inheritance, IRA distribution, etc.)

Other – Please submit documentation that you believe is appropriate for your situation.

The financial aid office reserves the right to request additional documentation at its discretion. You will be notified if other items are needed.

Projected Income

	Parent(s) Dependent Student	Student	Spouse Independent Student
Gross earnings from work January until December			
Interest or dividend income			
Unemployment compensation			
Taxable Social Security benefits			
Other taxed income			
Workers compensation			
Child support received.			
Untaxed welfare/social security benefits			
Other untaxed income			
TOTAL			

By signing this Special Circumstances Appeal form, I (we) certify that all of the information reported is complete and correct.

Student Signature

Date

Parent Signature (Dependent Student)

Date

Spouse Signature (Independent Student)

Date