

Student's Full Name: \_\_\_\_\_ Student SSN: XXX-XX-\_\_\_\_\_

Contact Information: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Sometimes the information you filed on the FAFSA does not reflect your current financial situation or does not take into account an unusual circumstance with you and/or your family. In certain circumstances, the Trine University Financial Aid Office may use professional judgment, on a case-by-case basis, to adjust the information you filed on your FAFSA so it better reflects your current situation. NOTE: Even if an adjustment is made, **it may not result in additional aid.**

### **The Appeal process:**

- Your 2011-12 FAFSA must be on file with Trine University
- You must be accepted for Admission into a degree seeking program
- This completed Appeal form and any required documentation must be received.
- All forms must be SIGNED
- Additional documents may be requested throughout the process

**Timeline for Processing Special Conditions Appeal Forms:** The time needed to process these special situations can depend on several factors including the time of year, the amount and receipt of required documentation, and, if required, resubmission of data to the U. S. Department of Education. Please follow all instructions completely as missing information will delay the review of your appeal. You will be notified by email of the decision of this appeal. Also, if additional information is being requested, you will be contacted by email. Appeals can take up to 30 working days to complete.

### **General Information Needed:**

1. Provide a detailed letter explaining your situation. Your letter should have a clear and detailed explanation of your circumstances.
2. Provide documentation that supports your case (see examples in the next section). We may also request additional information as needed.
3. All students requesting a Special Conditions Appeal must complete a process called Verification. For Verification, you must provide copies of the following:
  - a. your signed 2010 Federal tax returns (and your parents' or spouse's, if applicable)
  - b. Your 2010 W-2's (and your parents' or spouse's, if applicable)
  - c. Verification worksheet, independent or dependent, based on your FAFSA dependency status.

**Basis for Appeal: Check all that apply.** *Note: Contact our office if you have a special situation that is not covered here, including dependency status adjustments.*

\_\_\_\_\_ Unemployment. Please provide documentation of unemployment status. This can be a letter from the previous employer or a statement from the unemployment office. Also, please provide documentation of the amount of unemployment benefits you, your spouse, or your parent will be receiving. If you are filing a new appeal due to termination of unemployment benefits, please provide a document from the unemployment office showing the termination date.

\_\_\_\_\_ Marital status change. If you are a dependent student and your parents' marital status changes because of divorce, separation, or death, you may request an adjustment. **Please submit any legal documentation that supports your claim.** If you get married after you file your FAFSA, we will not consider any adjustments based solely upon this reason.

\_\_\_\_\_ Loss or reduction of income or benefits, such as layoff, plant closing, reduction of hours, or termination. Please provide termination letter or loss of benefit notification. Please provide copies of three recent pay stubs showing decreased income, if applicable. If you are quitting employment or reducing hours to return to school, please provide a document from your employer stating the effective date, along with three recent pay stubs. For loss of child support, please provide a letter or court document stating termination of benefit. The loss or reduction needs to be greater than a 25% reduction from what was submitted on the FAFSA to be considered.

\_\_\_\_\_ Lump Sum/One time Payments. Sometimes large sum one-time payments must be reported as taxable income on your federal tax return. For example, converting a regular IRA into a Roth IRA by transferring funds, the amount converted has to be reported even though you do not actually have additional income or assets available. Please submit a detailed letter and all supporting documentation of the conversion or roll over, including copies of official statements from banks or investment firms. If this was not rolled over, please provide documentation and detailed proof, such as receipts, of how the money was used.

\_\_\_\_\_ High medical expenses. If you paid over 11% of your adjusted gross income in medical and/or dental expenses, you may request an adjustment. You will need to show proof of your payments. Please note this does NOT include what is paid by your insurance, only what you have paid out of pocket is considered. Also, please note that only expenses over 11% of your adjusted gross income will be considered for an adjustment. A copy of your 2010 Schedule A is also required.

\_\_\_\_\_ Other. Please describe \_\_\_\_\_

Under the Higher Education Act of 1965, the Financial Aid Office has full discretion under the Professional Judgment clause to either approve or deny requests as they determine appropriate. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department.

Please realize that financial aid was created to supplement the expected family contribution, as determined by the U.S. Department of Education and not to replace it. Each family will have to finance their share of college costs using different combinations of savings, current income and future income depending on their unique situation.

We cannot revise financial aid because a family or student experiences a short-term cash flow problem occasioned by such things as a purchase of a new home, high credit card debt, remodeling, repairs, or the purchase of consumer durable items such as automobiles or appliances. We cannot revise aid because family assets are not liquid nor because families make investment or business decisions, which tie up capital.

**CERTIFICATION:** Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent, if applicable, must sign and date. **WARNING:** If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Trine University, Office of Financial Aid, Forman Hall, 1 University Ave, Angola, IN 46703  
Fax: 260-665-4511 Email: [finaid@trine.edu](mailto:finaid@trine.edu)