



COVID Related Loss of Job/Income Reduction Special Circumstances Appeal Form

Purpose: When you completed the 2022-2023 Free Application for Federal Student Aid (FAFSA®), you used your 2020 federal tax data. We recognize that many families have been impacted by the global pandemic. If you or your parents (for a dependent student) have experienced a reduction of income or have lost a job due to COVID, your 2022-2023 financial aid eligibility may be re-evaluated. Please follow all directions on this form and submit all required documents it describes to the Financial Aid Office for consideration. Submitting this form does not guarantee an increase in financial aid, however.

Required Documentation:

- A completed 2022-2023 FAFSA. This can be done online at www.fafsa.gov.
- This completed form. Note that this form and all required documentation must be submitted no later than 30 days prior to the end of the term for which you are requesting reconsideration.
- A **signed** copy of the student's and parents' 2020 Federal Tax Returns (including schedules 1, 2 and 3 if filed) and all W-2 forms, if you did not utilize the IRS Data Retrieval Tool when completing the FAFSA.
- A completed 2022-2023 Verification Worksheet, available at <https://www.uww.edu/financialaid/forms>
- A typed, dated, and signed narrative detailing the circumstances that are leading to this request. Be specific- provide dates and clearly identify the person to whom the narrative refers.

Upon receipt of all required documentation, appeals will be reviewed by the Financial Aid Office to determine if the circumstances comply with the Department of Education's regulations governing special circumstances appeals.

By signing this form,

- I give permission to the Financial Aid Office to verify any information that I provide on this form. I understand that this verification may include a request for my tax documents.
- I certify that all of the information provided on this form is correct to the best of my knowledge.
- I understand that if I purposely give false or misleading information on this form, I am liable for cancellation or repayment of all or part of my financial aid.
- I understand that reporting a Special Circumstance does not guarantee a recalculation of my EFC and/or an increase in financial aid funding.

Student's Signature: _____ Date: _____

Student's Printed Name: _____ Student ID: _____

Email Address: _____ Phone Number: _____

Please complete the section of the form that applies to you: Each section will describe the documentation that will be required in addition to what is listed at the top of this form.

1. Significant change in income between 2020 taxes and 2021 taxes

Additional Required Documentation: Signed copies of 2021 federal tax return (including Schedules 1, 2, and 3 if filed), all 2021 W-2s, and proof of unemployment compensation (unemployment verification letter from state unemployment agency, online unemployment insurance account record, etc.).

Check the box in front of the party for which income changed between 2020 and 2021 taxes.

Independent students: Student Spouse

Dependent Students: Student Parent(s)



2. Significant change in income between 2020 taxes and projected year 2022 income

Additional Required Documentation: Signed copies of 2021 federal tax return (including Schedules 1, 2, and 3 if filed) and all 2021 W-2s, a copy of the most recent pay stub for all jobs worked in 2022, proof of unemployment compensation received in 2021 or 2022 (unemployment verification letter from state unemployment agency, online unemployment insurance account record, etc.)

Check the box in front of the party for which income changed between 2020 and 2022.

Independent students: Student Spouse

Dependent Students: Student Parent(s)

Please complete the following Anticipated Income Table, being sure to notate how you calculated these figures.

| ANTICIPATED INCOME 2022 Calendar Year | FATHER | MOTHER | STUDENT | SPOUSE (if married) |
|---|---------------|---------------|----------------|--------------------------------|
| Wages/salaries, (including severance pay, disability payments and any other income from work) | | | | |
| Other taxable income (unemployment compensation, interest/dividend income, etc.). List type(s) of income on attached statement | | | | |
| Child support received | | | | |
| Other untaxed income (payments to tax deferred pension/savings plans, workers compensation, etc.). List type(s) of income on attached statement | | | | |
| TOTAL ANTICIPATED INCOME for 2022 | | | | |