



Financial Aid Office

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2023-2024 Financial Aid Circumstance Appeal

Special circumstances are defined as an unexpected event or situation beyond one's control. Federal law allows Financial Aid Offices to reevaluate the information you reported on your Free Application for Federal Student Aid (FAFSA) or your GTU Financial Aid Application (international students) and make allowable adjustments on a case-by-case basis. Please review the [Financial Circumstance Appeal Policy](#) and if you encountered an extenuating circumstance between January 1, 2021 to the present you may use this form to appeal your student contribution. Additional institutional aid is available only of funding allows and there is no guarantee that funding will be available to make award increases.

Student's Name: _____ Student ID#/SSN: _____

Telephone #: _____ Email: _____

Program of Study (select only one): Common Master of Arts (MA) _____
 Doctor of Philosophy (PhD) _____ School of Affiliation _____

INSTRUCTIONS: Please select the reason for your appeal and submit the required documentation.

- Involuntary Loss of Employment – Student/Spouse was working during 2021, but is now unemployed. We will not review an appeal due to loss of employment unless six months have passed since the last date of employment. Required documentation:
 - Copy of the termination notice;
 - Final pay stub showing year-to-date earnings;
 - Severance pay agreement, if applicable;
 - Unemployment benefits, if applicable;
 - IRS Data Retrieval Tool on the FAFSA or a copy of IRS tax transcript.

- Loss of Income – Student/Spouse was working in 2021 and had a significant reduction of hours or wages. Required documentation:
 - Letter from employer confirming earnings reduction and effective date;
 - Termination of benefits documentation, if applicable;
 - Quarterly business earnings statement or quarterly tax return, if self-employed;
 - IRS Data Retrieval Tool on the FAFSA or a copy of IRS tax transcript.

- Loss of Disability Benefits - Student/Spouse received disability benefits in 2021 but benefits have been terminated or reduced. Required documentation:
 - Letter from agency verifying date and amount of benefit loss or reduction.

- Loss of Social Security Benefits – Student/Spouse received Social Security Benefits in 2021 but benefits have been terminated or reduced. Required documentation:
 - Letter from Social Security Administration verifying date and amount of benefit loss or reduction.

- Death of Spouse (after completing FAFSA) Required documentation:
 - A copy of death certificate;
 - A copy of final paycheck;
 - IRS Data Retrieval Tool or IRS tax transcript, and student and spouse's W2s;
 - Documentation of death benefits received.

- Legal Separation or Divorce (after completing FAFSA) Required documentation
 - A copy of divorce or separation decree;
 - Statement from family law attorney indicating date of separation or proof of separation;
 - Documentation of alimony and/or child support received or paid out;
 - IRS Data Retrieval Tool or IRS tax transcript, student and spouse's W2s.

- Loss of Child Support Benefits – Student/Spouse received child support benefits in 2021 but benefits have been terminated or reduced. Required documentation:
 - A copy of the separation agreement or divorce decree that shows the amount of child support to be provided;
 - A copy of the termination of benefits letter.

- Significant loss of financial support from family or outside organizations
 - Letter explaining the extenuating circumstance;
 - Any relevant documentation.

- Other Unusual or necessary expenses. Required documentation:
 - Letter explaining the extenuating circumstance;
 - Any relevant documentation;
 - IRS Data Retrieval Tool on the FAFSA or copies IRS Tax Transcript.

Items that may not be considered in a financial circumstances appeal:

- Consumer debt (credit card or educational loan debt)
- Routine personal living expenses (car payments, insurance, mortgage/rent)
- Unusual personal living expenses (wedding costs, legal expenses)
- Reduction in overtime pay
- Bankruptcy
- Job loss of less than six months
- Requests to exclude retirement assets that are not invested in a traditional retirement account

I certify that all information submitted with this form is true, complete, and accurately reflects my extenuating circumstances. I understand that falsification of records or misrepresentation will be cause for denial, reduction, withdrawal and/or repayment of financial aid. I agree to submit any additional documentation to the Financial Aid Office if requested and I will report any changes in writing. I understand that adjustments may not be made after an enrollment period has ended and that it is my responsibility to complete a new Financial Circumstances Appeal to initiate the process each year.

WARNING: Any person who knowingly makes a false statement or misrepresentation on this form or on any accompanying document is subject to penalties that may include fines, imprisonment, or both, under the U.S. Criminal Code and 20 U.S.C. 1097.

Student's Signature: _____ Date: _____

Spouse's Signature (if applicable): _____ Date: _____