2019-2020 SPECIAL CIRCUMSTANCES APPEAL INFORMATION

**Ability to benefit from an appeal:**
Read the following to determine if you will benefit from an appeal:

<table>
<thead>
<tr>
<th>Description</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>I filed my FAFSA and received an Expected Family Contribution (EFC) of Zero (0)</td>
<td>You are already receiving the maximum in federal aid. Submitting this form will not result in any changes.</td>
</tr>
<tr>
<td>I filed my FAFSA and received an Expected Family Contribution (EFC) significantly higher than 7000</td>
<td>Submitting an appeal may result in either no change or a change to a partial subsidized student loan rather than all unsubsidized. Note: to be eligible for a Federal Pell Grant, your EFC must be 5486 or less.</td>
</tr>
<tr>
<td>I am appealing for more NY State aid (TAP grant or NY State scholarships)</td>
<td>This appeal process does not affect your NYS aid. You may wish to inquire with NYS HESC directly by going to hesc.ny.gov/contact-hesc and clicking on “Need Help? Chat now”.</td>
</tr>
<tr>
<td>I am expecting a change in business income in the current year</td>
<td>Due to the unpredictable nature of business income, we cannot make a final decision on an appeal until you have filed your 2019 taxes.</td>
</tr>
<tr>
<td>I have excessive out-of-pocket medical expenses</td>
<td>We can only consider an appeal for PAID medical expenses that exceed 11% of your family’s AGI in the year they were incurred.</td>
</tr>
<tr>
<td>I am a NY State Excelsior Scholarship recipient</td>
<td>Federal Pell grant increases due to this appeal will cause a corresponding decrease to your NYS Excelsior Scholarship, or may reduce your Excelsior to Zero. This is a NYS regulation and not something our office can impact.</td>
</tr>
</tbody>
</table>

*If you have other circumstances not mentioned on this form but you feel should be taken into consideration, please write a detailed description of your circumstance, including the student’s name and B#, and we will review your individual circumstances and determine if any change is possible to your financial aid offer.

**If you wish to pursue an appeal, follow these instructions:**

**Step 1:** Review the Special Circumstances on page 2 to determine what documents you will be required to submit. Be sure to include all that are indicated, as we cannot complete your appeal without them.

**Step 2:** Complete the top of page 2 and attach as your cover sheet.

**Step 3:** Attach a signed statement explaining your special circumstances. Be as specific as possible by including details pertinent to your family’s new situation such as dates, causes, etc.

**Step 4:** Please submit all requested documentation in a timely manner in order to avoid delays in making a final determination.

- **NOTE:** A “Tax Return Transcript” is not an IRS 1040/1040A/EZ Form. It is a transcript from the IRS showing what they have on file for you after processing your IRS 1040/1040A/EZ Form. We are no longer allowed to accept IRS 1040/1040A/EZ Forms. You must obtain the transcript from the IRS and send it to us. **SEE INSTRUCTIONS BELOW.**

- **NOTE:** Additional documentation may be requested after our initial review of what has been received.

**How to Obtain a Tax Return Transcript:**

- **Step 1:** Go to www.irs.gov/individuals/get-transcript
- **Step 2:** Select “Get Transcript Online” (requires authentication of identity) or “Get Transcript by Mail”
- **Step 3:** Follow the instructions to order the TAX RETURN TRANSCRIPT for the correct year.
# 2019-2020 SPECIAL CIRCUMSTANCES APPEAL FORM

**Student’s Name:** ____________________________  **B-number:** ____________________________  **Date** ____________________________

## SPECIAL CIRCUMSTANCE

<table>
<thead>
<tr>
<th>Loss of Income or Employment in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Wages/Employment</td>
</tr>
<tr>
<td>➢ Alimony</td>
</tr>
<tr>
<td>➢ Child Support</td>
</tr>
<tr>
<td>➢ Retirement/Pension</td>
</tr>
<tr>
<td>➢ Social Security (taxed)</td>
</tr>
<tr>
<td>➢ Worker’s Compensation</td>
</tr>
</tbody>
</table>

**Required Documentation:**
- Income/benefits in 2018 were less than that in 2017
- 2017 IRS Data Retrieval or Tax Return Transcript* obtained from the IRS
- 2017 W-2 wage statements for all
- 2018 Tax Return Transcript*
- 2018 W-2 wage statements for all
- Documentation showing loss of income for 2018 including revised benefits statement(s)
- Signed statement detailing special circumstances

*see note to business owners on page 1

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**Required Documentation:**
- Income/benefits in 2019 will be less than that in 2017
- 2017 IRS Data Retrieval or Tax Return Transcript* obtained from the IRS
- 2017 W-2 wage statements for all
- 2018 Tax Return Transcript*
- 2018 W-2 wage statements for all
- Documentation showing loss of income or employment in 2019. May include:
  - Final paystub showing YTD earnings
  - Termination notice from employer
  - Unemployment benefits notice
  - Revised benefits Statement(s)
- Signed statement detailing special circumstances

## Separation or Divorce

**Required Documentation:**
- Your parents or you separated or divorced after filing 2017 taxes
- 2017 Tax Return Transcript* obtained from the IRS
- 2017 W-2 wage statements for all
- Divorce decree/separation agreement or proof of separate addresses
- Documentation showing division of all other income shown on tax return
- Signed statement detailing special circumstances

## Death of a Parent or Spouse

**Required Documentation:**
- A parent or spouse died after filing 2017 taxes
- 2017 Tax Return Transcript* obtained from the IRS
- 2017 W-2 wage statements for all
- Documentation showing division of all other income shown on tax return
- Applicable death certificate
- Signed statement detailing special circumstances

## Medical/Dental Expense

**Required Documentation:**
- Only paid excessive medical/dental expenses not covered by insurance can be reported.
- Expenses must exceed 11% of a family’s adjusted gross income to be considered.

## One Time (Lump Sum) Payment Received

**Required Documentation:**
- A one-time, lump sum payment was received in 2017 or in 2018
- 2017 Tax Return Transcript* obtained from the IRS
- 2017 W-2 wage statements for all
- 2018 Tax Return Transcript*
- 2018 W-2 wage statements for all
- Lump Sum Payment Received*

*NOTE: A “TAX RETURN TRANSCRIPT” IS NOT AN IRS 1040 FORM. IT IS A TRANSCRIPT THAT MUST BE OBTAINED FROM THE IRS AFTER YOUR TAX RETURN IS PROCESSED BY THE IRS. SEE INSTRUCTIONS ON PAGE 1.

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