2020-2021 SPECIAL CIRCUMSTANCES APPEAL INFORMATION

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

| I filed my FAFSA and received an Expected Family Contribution (EFC) of Zero (0) | You are already receiving the maximum in federal aid. Submitting this form will not result in any changes. |
| I filed my FAFSA and received an Expected Family Contribution (EFC) significantly higher than 7000 | 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. |
| I am appealing for more NY State aid (TAP grant or NY State scholarships) | 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”. |
| I am expecting a change in business income in the current year | Due to the unpredictable nature of business income, we cannot make a final decision on an appeal until you have filed your 2020 taxes. |
| I have excessive out-of-pocket medical expenses | We can only consider an appeal for PAID medical expenses that exceed 11% of your family’s AGI in the year they were incurred. |
| I am a NY State Excelsior Scholarship recipient | 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. |

*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:** Tax returns must be signed by the tax-filer and include all schedules filed that year.
• **NOTE:** Additional documentation may be requested after our initial review of what has been received.
# 2020-2021 SPECIAL CIRCUMSTANCES APPEAL FORM

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>B-number:</th>
<th>Date</th>
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## SPECIAL CIRCUMSTANCE

### Loss of Income or Employment in 2019
- Wages/Employment
- Alimony
- Child Support
- Retirement/Pension
- Social Security (taxed)
- Worker’s Compensation

- If loss of income or employment, documentation showing loss of income/benefits in 2020 or 2019 will be less than that in 2018

**REQUIRED DOCUMENTATION**
- 2018 IRS Data Retrieval or signed Tax Return 1040 and all schedules.
- 2018 W-2 wage statements for all.
- 2019 signed Tax Return 1040 and all schedules.
- 2019 W-2 wage statements for all.
- Documentation showing loss of income for 2019 including revised benefits statement(s).
- Signed statement detailing special circumstances.

### Loss of Income or Employment in 2020
- Wages/Employment
- Alimony
- Child Support
- Retirement/Pension
- Social Security (taxed)
- Worker’s Compensation

- If loss of income or employment, documentation showing loss of income/benefits in 2020 will be less than that in 2018

**REQUIRED DOCUMENTATION**
- 2018 IRS Data Retrieval or signed Tax Return 1040 and all schedules.
- 2018 W-2 wage statements for all.
- 2019 signed Tax Return 1040 and all schedules.
- 2019 W-2 wage statements for all.
- Documentation showing loss of income for 2019 including revised benefits statement(s).
- Signed statement detailing special circumstances.

### Separation or Divorce
- Your parents or you separated or divorced after filing 2018 taxes

**REQUIRED DOCUMENTATION**
- 2018 signed Tax Return 1040 and all schedules.
- 2018 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
- A parent or spouse died after filing 2018 taxes

**REQUIRED DOCUMENTATION**
- 2018 signed Tax Return 1040 and all schedules.
- 2018 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
- 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.

**REQUIRED DOCUMENTATION**
- Paid 2018 or 2019 medical expenses
- 2018 signed Tax Return 1040 and all schedules.
- 2018 W-2 wage statements for all.
- Proof of all out-of-pocket paid expenses for 2018
- 2019 signed Tax Return 1040 and all schedules.
- 2019 W-2 wage statements for all.
- Proof of all out-of-pocket paid expenses for 2019.
- Signed statement detailing special circumstances.

### One Time (Lump Sum) Payment Received
- A one-time, lump sum payment was received in 2018 or in 2019

**REQUIRED DOCUMENTATION**
- 2018 signed Tax Return 1040 and all schedules.
- 2018 W-2 wage statements for all.
- 2019 signed Tax Return 1040 and all schedules.
- 2019 W-2 wage statements for all.
- Lump Sum Payment Received Form.

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*see note to business owners on page 1*