



2024-2025 Special Circumstances Appeal Form

Purpose: The Financial Aid Department recognizes that you may have extenuating circumstances that affect your financial situation. If you believe the Free Application for Federal Student Aid (FAFSA) does not reflect an accurate financial picture, you may submit this request to have your FAFSA reviewed. The following are examples of extenuating circumstances: layoffs, reduction of income or benefits, unusual medical and dental expenses, supporting other relatives, elementary and secondary school costs, child-care and dependent-care costs.

Requirements:

- You must have submitted the FAFSA for 2024-2025. 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 enrollment period.
- If you did not utilize the IRS Data Retrieval Tool when completing the FAFSA, include a copy of the student’s and parents’ 2022 Tax Transcripts (or a **signed** copy of the 2022 Federal Tax Return) and all W-2 forms.
- A completed Verification Worksheet, available at <https://www.uww.edu/financialaid/forms>
- A typed, dated, and signed narrative detailing the circumstances that is 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. During peak processing times, please allow 4 - 6 weeks for processing. Results of this appeal will be sent to the student via their UW-W email address.

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 Student Aid Index (SAO) 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.

Reduced Income:

1. Change in marital status- including divorce/separation and loss of parent/spouse

Required Documentation: Copy of separation order or divorce decree (if no legal document is available, provide proof of separate residence such as lease(s), mortgage(s), utility bill(s), etc.); copy of death certificate for loss of parent/spouse.

Please check one of the following:

Separated **Divorced** **Widowed** Date marital status changed: _____
MM/DD/YY

2. Significant change in income between 2022 taxes and 2023 taxes

Required Documentation: Signed copies of 2023 taxes and 2023 W-2s.

Check the box in front of the party for which income changed between 2022 and 2023 taxes.

Independent students: Student Spouse

Dependent Students: Student Parent(s)



3. Significant change in income between 2022 taxes and projected year 2024 income

Required Documentation: Signed copies of 2023 taxes and 2023 W-2s, completed Special Conditions Form, and a copy of the most recent pay stub for all jobs worked in 2024, proof of unemployment compensation, etc.

(Note that we will not review projected 2024 income requests until July 2024.)

Check the box in front of the party for which income changed between 2022 and 2024.

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 2024 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 2024				

4. Loss of child support

Required Documentation: Documentation that details the change in child support payments from the state Child Support Agency.

Additional Expenses:

5. Out-of-pocket medical or dental expenses

Required Documentation: Schedule A or itemized spreadsheet that totals expenses, along with documentation supporting listed expenses not covered by insurance, Health Savings Account, or Flexible Spending Account. 2022 Taxes, if medical expense adjustment is for expenses incurred in 2022.

6. Paying private tuition for dependents

Required Documentation: Proof of payments, such as a detailed statement of account.

7. Other-

Required Documentation: Please explain in the required dated and signed narrative detailing the circumstances that are leading to this request and submit any documentation supporting those circumstances.