



# Special Circumstance Appeal 2008-2009

Financial Aid & Scholarships  
800 West University Parkway  
Orem, UT 84058  
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Student Name \_\_\_\_\_ UV ID \_\_\_\_\_ Phone # \_\_\_\_\_

Financial aid eligibility for 2008-09 is generally based on income received in 2007. However, some families may be experiencing situations which will cause their 2008 income to be less than their 2007 income. The federal government allows an institution to give such cases special consideration and the ability to use **estimated** 2008 income based on documented special circumstances.

Generally a special circumstance is an unforeseen change that adversely affects a family's income. Examples of special circumstances include: recent unemployment, death, divorce, separation, unusual medical care expenses, etc of a family member. If you or a family member has experienced a significant drop in income from 2007 to 2008 due to a special circumstance, you may complete this form and provide the necessary documentation.

Once your appeal and documentation is received, it will be reviewed by the Financial Aid Appeals Committee. Appeals are processed on a case-by case basis. The approval of an appeal from a previous institution does not impact the decision of the committee. All information will become a part of your confidential financial aid record and cannot be returned.

**Note: Before you can be considered for an appeal, you must have already filed your 2008-2009 FAFSA.**

## Instructions

1. Indicate the individual(s) whose income(s) have changed  
 Independent Student:     Student         Spouse  
 Dependent Student:     Student         Parent(s)
2. Attach to this form a complete and detailed statement explaining your special circumstance.
3. Attach documentation supporting your special circumstances, minimum two sources (example: last pay stubs, unemployment certification/benefits, copy of termination/resignation letter, 2008 Federal taxes, etc. Usually support documentation must include outside sources of information which support the special circumstance claim such as notarized letters or letters on professional letterhead.) Please note: We may need to request additional documentation upon review of your request to make an informative decision.
4. If your Special Circumstance is due to **reduction of income**, you must submit copies of your 2007 Federal tax return(s) along with the 2008/09 Verification Worksheet (if not already submitted).
5. If you were required to submit parent information on the FAFSA, your parent must also sign this form.

## Student Certification

Read the following information carefully. Initial and sign below. Your initials and signature on the form certify that you have read and understand all the information.

Initials	Statement
	I understand the Financial Aid Committee will not accept or review an appeal that is incomplete or lacks appropriate documentation. I am submitting a complete appeal with all necessary documents attached.
	I understand it is my responsibility to check my UVLink often to find the status of my appeal. I understand it is my responsibility to stay informed of the UVU Financial Aid policies and to monitor my own progress.
	I understand it is my responsibility to be aware of all UVU deadlines. I understand I am responsible for paying my tuition in full and on time, <b>regardless of financial aid or this appeal</b> . I understand failure to pay may tuition may result in fees as well as my classes being dropped. I understand I will be responsible for those fees as well as getting my classes reinstated.
	If I owe a financial aid repayment for any reason, I am responsible to pay the amount due. If I do not pay that amount and it is sent to collections, I will be responsible for any collection costs, reasonable attorney fees, or court fees required in an effort to collect this debt.
	I certify that all information in this appeal and all verification documents are true and accurate.
	I understand if my parent's information was required on the FAFSA my parent will need to sign this form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature (If Dependent) \_\_\_\_\_ Date \_\_\_\_\_