



Office of Student Financial Services
2010-2011 Appeal/Special Circumstance Application
Independent Student

Please complete and return to:

Utica College, Student Financial Services, 1600 Burrstone Road, Utica, NY 13502
Fax: 315.792.3368 E-mail: sfs@utica.edu

Student's Name

Utica College ID Number

Address

Home Phone

Cell Phone

Appeals will be reviewed by a committee once **all requested documents have been received**. Appeals received after April 19, 2010 may not be answered before the May 1 deadline for entering Freshmen and Transfers. Appeal application deadline is June 25, 2010 for the 2010-2011 academic year. Please do not complete the Appeal application until you have received a Financial Aid Award package.

All items listed below must be submitted for an adequate review of your appeal.

Please **attach to this appeal application** the following:

1. **Your appeal letter** as to why you are requesting a review of your Financial Aid Award package. Please be sure sufficient information has been given in your appeal letter for the Committee to review.
2. **Supporting documentation** for:

Loss of Employment/Income

Student and/or spouse was working during 2009, but is now working fewer hours or is unemployed. The following documentation is required from the unemployed household member:

- Last check stub(s) from previous employer
- Letter from previous employer stating date of termination if available
- Last check stub or explanation of benefits letter from unemployment

Separation or Divorce

Student was married when the FAFSA was filed, but has now separated or divorced. The following documentation is required:

- Court Documentation verifying legal separation or divorce

Death of a Spouse

Spouse passed away after the FAFSA was filed. The following documentation is required:

- Copy of Death Certificate

Unusual Medical Expenses

Student and/or Spouse has unusual medical expenses NOT covered by insurance. The following documentation is required:

- Copy of bill(s) AND receipts(s) of payment

3. **Special Circumstance Recalculation Request** – Considered when a student's financial situation worsens. Therefore, 2010 rather than 2009 income would best reflect the student's ability to contribute to his or her education. This request is used to adjust the income reported on the 2010-2011 Free Application for Federal Student Aid (FAFSA) due to a change of circumstances during the calendar or academic year.

Special Circumstance Recalculation Request (Independent Student)

STUDENT/SPOUSE CIRCUMSTANCE TO BE CONSIDERED WITH SUPPORTING DOCUMENTATION (check one):

☐ Loss of employment ☐ Separation or divorce
☐ Death of a spouse ☐ unusual medical expenses

REASON FOR FILING

In the space below, give specific dates and reasons as to when and why income changes occurred. Be specific and list events in chronological order.

2010 ESTIMATED INCOME

Project the anticipated income OR report the actual student and spouse (if married) income in the spaces provided.

STUDENT/SPOUSE EXPECTED INCOME

CALENDAR YEAR
(Jan. 1, 2010 – Dec. 31, 2010)

Estimated 2010 Income earned from work by student \$ _____

Estimated 2010 Income earned from work by spouse \$ _____

Estimated Child support to be received for all children in 2010 \$ _____

Estimated other income for 2010: include disability benefits,
worker's compensation, unemployment benefits, pensions and
other untaxed income \$ _____

- 4. Verification documents: All students must submit the following verification documents, regardless of their reason for filing an Appeal/Special Circumstances:** (If you were selected for verification for the 2010-11 academic year and documentation is already on file with Student Financial Services, you do not have to resubmit the required verification documents.)

- ☐ Signed copies of Student's and Spouse (if married) 2009 Federal Income Tax Return
- ☐ Student and Spouse (if married) 2009 W-2's
- ☐ 2010-2011 Utica College Income Verification Form

Student Check only one of the boxes below.

☐ Check here if you are attaching a **signed copy of your and your spouse (if married) 2009 Federal Income Tax Return (1040/1040A/1040EZ) and copies of all W-2's.**

☐ Check here if you and your spouse (if married) will **NOT** file and are **NOT** required to file a 2009 Federal Income Tax Return. **(If you and your spouse (if married) received 2009 W-2's – please send copies of all W-2's)**

I certify that all the information on this form is true and complete to the best of my knowledge. If additional documentation is required, I will submit those documents in a timely manner or my Appeal/Special Circumstance Request will be denied. I also understand that giving false or misleading information is a violation of the federal law and will be treated as such.

Student's Signature _____ **Date** _____

Spouse's Signature _____ **Date** _____

2010-2011 Utica College Income Verification Form

Your application was selected for review in a process called "Verification." In this process we will be comparing information from your application with signed copies of 2009 Federal Tax Forms, W-2 forms or other financial documents. The law says we have the right to ask you for this information before awarding Federal aid. If there are differences between your application information and your financial documents, you may need to make corrections on your Student Aid Report (SAR), or we may send corrections electronically, to have your information reprocessed. **Please complete this verification as soon as possible, so that your financial aid will not be delayed.** Your financial aid administrator will help you.

Please complete and return to:

Utica College, Student Financial Services, 1600 Burrstone Road, Utica, NY 13502

(Parental information is not required for Independent students as determined by questions 46 through 58 on the FAFSA)

Student's Name

Utica College ID Number

Social Security Number

Date of Birth

Household Information (DEPENDENT STUDENT) List in the chart below, **people in your parents' household**; include:

- your parents and yourself, even if you don't live with your parents,
- your parents' other children (do NOT include foster children), if (a) your parents provide more than half of their support or (b) the children would be required to provide parental information when applying for Federal Student Aid,
- and other people if they now live with your parents, and your parents provide more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

Also write the name of the college for any of these household members who will be attending college at least half-time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree or certificate program (**do not provide college information for parents**). If you need more space, attach a separate page.

Household Information (INDEPENDENT STUDENT) List in the chart below, **people in your household**; include:

- yourself (and your spouse, if you have one), and
- your children (do NOT include foster children), if (a) you provide more than half of their support, and
- other people if they now live with you, and you provide more than half of their support and will continue to provide more than half of their support from July 1, 2010 through June 30, 2011.

Also write the name of the college for any of these household members who will be attending college at least half-time between July 1, 2010 and June 30, 2011, and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College
You, the student applicant		Self	Utica College

****If your 2009 federal tax return was filed or will be filed, please do NOT complete this non-tax section****

Student Federal Non-Tax Statement (Please send copies of all 2009 W-2's received)

I have **NOT** filed **and am not required** to file a 2009 Federal Income Tax Return – IRS Form 1040, 1040A, 1040EZ, foreign tax return, or tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia. All information on the financial aid forms and the Student Aid Report, which will be used to calculate my federal and college aid award, is complete and correct.

Student's Signature _____ Date _____

Parent Federal Non-Tax Statement (Please send copies of all 2009 W-2's received)

I have **NOT** filed **and am not required** to file a 2009 Federal Income Tax Return – IRS Form 1040, 1040A, 1040EZ, foreign tax return, or tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federated States of Micronesia. All information on the financial aid forms and the Student Aid Report, which will be used to calculate my child's federal and college aid award, is complete and correct.

Parent(s) Signature _____ Date _____

Date _____

Worksheet Part I & II

Calendar Year 2009

For the Student's column, enter the amount for the student (and his or her spouse, if married). For the Parents' column, enter the amount for the student's parent(s). Please report annual amounts. Information requested below that is left blank and not reported on the 2009 Federal Tax Return or W-2's will be assumed "0".

(Parental Information is not required for Independent students as determined by questions 46 – 58 on the FAFSA)

STUDENT/SPOUSE Information

PARENT(S) Information

Report Annual Amounts	Part I – 2009 Additional Financial Information	Report Annual Amounts
\$	Education credits (Hope and Lifetime Learning tax credits) from IRS Form 1040-line 49 or 1040A-line 31.	\$
\$	Child support you paid because of divorce or separation or as a result of a legal requirement. Don't include support for children in your (or your parents') household, as reported in question 73 (Dependent student) or question 94 (Independent student).	\$
\$	Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships	\$
\$	Grant and scholarship aid reported to the IRS in the adjusted gross income. Includes AmeriCorps benefits (awards, living allowances, and interest accrual payments), as well as grant and scholarship portions of fellowships and assistantships.	\$
\$	Combat pay or special combat pay. Only enter the amount that was taxable and included in the adjusted gross income. Combat pay is reported on the W-2 (Box 12, Code Q).	\$
\$	Earnings from work under a cooperative education program offered by a college	\$

Report Annual Amounts	Part II – 2009 Untaxed Income	Report Annual Amounts
\$	Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S.	\$
\$	IRA deductions and payments to self-employed SEP, SIMPLE, and Keogh and other qualified plans from IRS Form 1040 –total of line 28 + line 32 or 1040A-line 17	\$
\$	Child support received for all children. Don't include foster care or adoption payments.	\$
\$	Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	\$
\$	Untaxed portions of IRA distributions from IRS Form 1040-lines (15a minus 15b) or 1040A lines (11a minus 11b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Untaxed portions of pensions from IRS Form 1040-lines (16a minus 16b) or 1040A-lines (12a minus 12b). Exclude rollovers. If negative, enter a zero here.	\$
\$	Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	\$
\$	Veterans' noneducation benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work-Study allowances.	\$
\$	Other untaxed income not reported, such as workers' compensation, disability, etc.	\$
Don't include student aid, earned income credit, child tax credit, welfare payments, untaxed Social Security benefits, Supplemental Security Income, Workforce Investment Act educational benefits, on base military housing or a military housing allowance, combat pay (if you are not a tax filer), benefits from flexible spending arrangements (e.g. cafeteria plans), foreign income exclusion or credit for federal tax on special fuels.		
\$	Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form	\$ N/A

Certification – I/we certify that all information reported to qualify for Federal student aid is complete and correct.

Student's Signature _____	Date _____
Parent(s) Signature _____	Date _____
_____	Date _____