Appeal for Unusual Circumstances Form

__________________________________________  ___ _____________________________
Name                                      Student ID#

In general, the Financial Aid Office is required to use the information collected on the Free Application for Federal Student Aid (FAFSA) in order to award students. The Financial Aid Office has been given the authority to make exceptions to the awarding process when unusual circumstances exist that are not captured on the FAFSA, on a case-by-case basis with adequate documentation. Some changes are not allowed. For all approved requests, the standard verification of FAFSA data must be done prior to any adjustments.

Indicate the semester for which you are applying: ____________________________________________

Check all unusual circumstances that have not been adequately addressed by the FAFSA process:

☐ Decrease in income—displaced worker (provide 2015 taxes, W-2s, most recent pay stubs for student and other employed household members, retirement/leave payout documentation, and unemployment benefits or letter of layoff)
☐ Decrease in income—medical emergency or death in household (provide 2015 taxes, W-2s, most recent pay stubs for student and other employed household members, retirement/leave payout documentation, and doctor's note or death certificate)
☐ Decrease in income—hours cut or job change (provide 2015 taxes, W-2s, most recent pay stubs for student and other employed household members, retirement/leave payout documentation, and unemployment benefits or letter from employer)
☐ Medical expenses (not covered by insurance - provide medical expenses, explanation of insurance benefits letter and doctor's note)
☐ Disability expenses (not covered by insurance - provide medical expenses/disability related bills, explanation of insurance benefits letter and doctor's note)
☐ Childcare expenses (provide childcare expenses)
☐ Increase in household size (provide verification worksheet and proof of unusual circumstance)
☐ Other (Contact us for documentation needs)

Please provide a detailed statement below of the unusual circumstances (attach another page, if necessary)
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________________

Signed:_________________________________________________ Date submitted:________________________________________

Financial Aid Use Only: Date Received_________________

Please note: It may take up to one month to receive an answer in writing from the date received. The Financial Aid Officer's decision is final, and not subject to appeal. Answers will be given in writing, either via mail or email. Check your student email account on a regular basis in case we need more information. If you do not respond to a request in a timely manner, unfortunately we have no choice but to deny the request.

FinancialAid@pdc.edu 1-855-877-3918