

Student Name	
Student Banner ID	
Today's Date	
Student or Parent Signature*	

<i>office use only</i>	
# of pages	
current status	
prior status	
track code	spcond
prepped by	
date prepped	

\* Your signature on this form indicates that information submitted is true and complete to the best of your knowledge.


### When to Use this form

This form is designed to help families communicate an unusual hardship or a request for additional funding.

<p><b><u>Returning Students</u></b></p> <ul style="list-style-type: none"> <li>• Decisions on appeals received during the summer break will be finalized mid-September and those received during the fall semester will be finalized mid-February. Results posted in CyberFriar.</li> <li>• Your bill is still expected to be paid on time and you should not wait for the results of your appeal before paying your bill.</li> <li>• Submission of an appeal is not a guarantee of additional funding and does not prevent a financial hold being placed on the student account.</li> </ul>	<p><b><u>Incoming Freshman</u></b></p> <ul style="list-style-type: none"> <li>• All appeals received before 4/21 will be reviewed on a rolling basis. While not guaranteed, we will make every attempt to respond by your Admission deposit deadlines*.</li> <li>• You should not wait for appeal results to make your enrollment decision.</li> <li>• Decisions on appeals received after 5/1 will follow the Returning Student Policy (see box to the left).</li> </ul> <p><i>*Early Decision I Jan. 15, Early Decision II, Mar. 1 and Early Action &amp; Regular Decision May 1</i></p>
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### Submit **all** of the following:

Omitting any items below will delay the appeal process. Also, if selected for verification by the U.S. Department of Education you may be asked for additional documentation.

- 2016 W2(s)
- 2017 W2(s)
- 2016 Federal Tax Return
- 2017 Federal Tax Return
  -  check here if not filed yet
- Detailed Letter of Explanation (attach or use box on other side)
- Other supporting documents that strengthen your appeal



## Priority of funding

Priority of funding goes to those students who have a qualifying change of circumstance and have maximized all resources provided to them from Federal & Institutional sources. In the event that funds have not been exhausted on qualifying appeals, the College may evaluate request from families that present other circumstances or are experiencing a financial hardship.

Since funds are limited and can vary, appeal results may not meet a family's expectation or satisfy the bill. Families should keep in mind that Providence College cannot replace/supplement a family's contribution due to discretionary spending or choices.

## Conditions that are not considered

Private school expenses (elementary/secondary), wedding or vacation costs, routine home maintenance, loss of merit scholarship and tax liens are conditions that the College will not entertain. In general, debt is not a qualifying condition. However, if you feel there is mitigating circumstances and would like the opportunity to provide additional details (about the debt or other conditions), use the space below. Submitting supporting documentation to strengthen your appeal is strongly encouraged.

## Explanation of hardship

Provide detailed synopsis of the hardship or why you are requesting additional funding. If more room needed attach a separate sheet of paper.