

**elder/child care, secondary domicile, medically necessary school/tutoring expense, natural disaster home repairs*

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 unusual expenses (i.e. medically necessary tutoring or schooling, secondary domicile) that are incurred for a limited amount of time or sources of income (i.e. inheritance, retirement distribution) that will not repeat.

<p><u>Returning Students</u></p> <ul style="list-style-type: none"> 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. 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. Submission of an appeal is not a guarantee of additional funding and does not prevent a financial hold being placed on the student account. 	<p><u>Incoming Freshman</u></p> <ul style="list-style-type: none"> 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*. You should not wait for appeal results to make your enrollment decision. Decisions on appeals received after 5/1 will follow the Returning Student Policy (see box to the left). <p><i>*Early Decision I Jan. 15, Early Decision II, Mar. 1 and Early Action & 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
- Other supporting documents that strengthen your appeal
- Complete grid on back - do not leave any fields blank



Do not leave any fields blank.
Use "n/a" if question does not apply.

One-Time Income

A one-time income appeal will only be considered once during a student's enrollment at the College.

Source of one-time income(s) <i>(attached separate sheet if needed)</i>	Description	Check this box if capital gain?	Total Amount Received	Date Received
	1.	<input type="radio"/>	\$	
	2.	<input type="radio"/>	\$	
	3.	<input type="radio"/>	\$	
Where did you invest your one-time income (i.e. where is the income now)? Please explain.	<input type="radio"/> Put it in the Bank (i.e. cash, checking, savings) <ul style="list-style-type: none"> • Attach statement showing deposit <i>(required)</i> <input type="radio"/> Added to investment(s) <ul style="list-style-type: none"> • Attach statement showing deposit <i>(required)</i> <input type="radio"/> Paid off debt <ul style="list-style-type: none"> • Receipts of debt(s) paid <i>(required)</i> 			
Did you check off capital gain?	<input type="radio"/> Yes - provide statement showing original investment amount that generated the gain			

Unusual Expenses

Check all that apply, complete the grid and attach receipts and/or proof of payments for expenses listed below

<input type="radio"/> School/Tutoring <i>Expenses for school/tutoring are only considered if deemed medically necessary. Family choice for private schooling is not an appealable condition.</i>		<input type="radio"/> Home Repairs <i>Out of pocket home repairs expenses are considered when they are required due to a natural disaster. Do not include expenses reimbursed by insurance or covered by FEMA.</i>			
<input type="radio"/> Secondary Domicile <i>Expenses are only considered when parent/spouse current employment makes it necessary to maintain a second household.</i>		<input type="radio"/> Elder/Child Care <i>Out of pocket expenses for children/grandparents are considered. Funds used through flex spending accounts are not considered.</i>			
Description of Expenses	Date Incurred	Date Paid	Receipt attached		Check box below if this expense is already included in your Schedule A
			Yes	No*	

* Expenses without supporting documentation will not be considered.
 Attach separate sheet if needed using the format above.