

Roger Williams University  
Office of Student Financial Aid and Financial Planning  
**2009 - 2010 Special Circumstances/Appeals Form**

You have notified our office that your family has experienced a special circumstance or reduction in income in 2009. The following information will assist you with the steps for completing your request to re-evaluate student eligibility.

1. Complete the 2009 – 2010 Free Application for Federal Student Aid (FAFSA) and submit it to Federal Student Aid Programs for processing.
2. Complete the 2009 – 2010 Special Circumstances/Appeals Form - The information you report on this form will be used to reconsider your eligibility for Federal Student Aid. This includes the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Federal Work Study, and Stafford Loans. Your eligibility for Institutional aid may also be reconsidered.
3. Submit the completed Special Circumstances Form and supporting documentation to the Office of Student Financial Aid as soon as possible. You will be notified by mail if there will be any revisions to the original award offer.

We will **NOT** consider the following situations for a reduction in income/special circumstance: increase in family income/assets; changes in number in household; decrease in number in college; tuition benefits paid for elementary/secondary private schooling; unusual expenses related to personal living (e.g. credit card bills, home mortgage, car payments, and other miscellaneous consumer expenses.); one-year bonus incomes such as lottery winnings, pension payments, legal awards, etc.

Student's Name: \_\_\_\_\_ SS #: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**SECTION A: REASON FOR SPECIAL CIRCUMSTANCE REQUEST** (*Please check all that apply.*)

- Loss of Employment** – To qualify under this criterion, documentation must be provided verifying that the person's employment status has changed. This can be from the unemployment office, a previous employer, or any other official documentation. (**Complete Sections B, C and D**).
- Loss of Untaxed Income or Benefit** – A member of your family has lost some type of untaxed income or benefit. Documentation stating the loss of the untaxed income is required. (**Complete Sections B, C and D**)
- Divorce or Separation** – Since filing the FAFSA, you/your parent has become divorced or separated. (Use only custodial parent information; Please provide proof of divorce or separation) (**Complete Sections B, C and D**)
- Death of Parent or Spouse** – Since filing the FAFSA, your parent/your spouse has died. (**Complete Sections B, C and D**)

**SECTION B: EXPLANATION OF SPECIAL CIRCUMSTANCES**

Please detail your special circumstances. Be sure to include all relevant information, i.e., dates the circumstances occurred, the individuals it affected and any other information you feel would justify this re-evaluation. Please print or type your remarks on a separate sheet of paper and submit with this form.

**SECTION C: ESTIMATED INCOME INFORMATION FOR 2009**

Before we can consider any changes, you must provide the following information including an estimate of the changes in the financial situation for yourself or your parents in 2009. Provide the best possible estimates for the period from January 1, 2009 through December 31, 2009. If you are listing income and benefits as 0, you must provide an explanation on a separate sheet of paper explaining living expenses and support. If this portion is not complete, your request will not be processed.

	Actual 2008 Income	Year-to-Date Income (1/1/09-Present)	Projected 2009 Income (Present-12/31/2009)	Total YTD and Projected 2009 Income
Student's or Father's wages/salary				
Spouse's or Mother's wages/salary				
Interest and dividend income				
Other taxable income/benefits				
Unemployment compensation				
Social Security benefits				
Child support received				
Welfare/AFDC				
Other untaxed income and benefits				
<b>TOTAL</b>				

**SECTION D: CERTIFICATION**

I certify that the information provided here is correct to the best of my knowledge and that I have attached all appropriate documentation. I understand that the factors in determining a family's contribution are based on laws and guidelines by the federal government and the University and that the guidelines are the same for all who are in similar economic situations. Furthermore, I understand that submission of my appeal does not automatically qualify me for an increase in funds.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_