



**Financial Aid Office
2022-2023 Special Circumstances Appeal Form**

You indicated that there has been a change of circumstance in your family's financial situation in the time since your Free Application for Federal Student Aid (FAFSA) was processed. Financial Aid Administrators have the authority to take into consideration unique family circumstances not reflected on the FAFSA. You must provide a detailed explanation for your appeal and submit non-returnable copies of your documentation to the Financial Aid Office. See below for requested documentation. When documentation is received, our office will determine if changes can be made to the FAFSA and evaluate your eligibility for additional financial aid. Submission of a Special Circumstances Appeal does not guarantee a change on the financial aid offer. Please allow 12 to 14 business days for review and processing after all documentation has been received.

Please contact the WWC Financial Aid Office at 828-771-2082 or finaid@warren-wilson.edu with questions.

Student Name: _____ **Student ID Number:** _____
Email: _____ **Phone:** _____

Section A - Please provide a detailed explanation of your change of circumstance. Be as specific as possible, including dates when applicable. You will also need to provide the additional documentation listed below depending on the circumstances that led to your appeal.

Check Reason	Documentation Requested Checklist
<input type="checkbox"/> Unexpected loss in employment	<ul style="list-style-type: none"> <input type="checkbox"/> Who experienced a loss of employment? __ Father __ Mother __ Self __ Spouse (if married) <input type="checkbox"/> Experienced loss of employment for a minimum of 12 weeks <input type="checkbox"/> 2022-2023 Special Circumstances Appeal Form <input type="checkbox"/> Detailed letter explaining your circumstances, including dates <input type="checkbox"/> Copy of 2020 Signed Federal Tax Return if the IRS DRT was not utilized on the FAFSA <input type="checkbox"/> Copy of 2021 Signed Federal Tax Return <input type="checkbox"/> Copy of W-2's for 2020 <input type="checkbox"/> Copy of W-2's for 2021 <input type="checkbox"/> Letter from former employer(s) stating the last date of employment <input type="checkbox"/> Copy of unemployment letter or signed statement that you did not or will not receive benefits <input type="checkbox"/> Copy of last pay stub(s) from former employer(s) and current employer(s), if applicable. <input type="checkbox"/> Copy of severance pay received if any

<input type="checkbox"/> Unexpected reduction in wages	<input type="checkbox"/> Who experienced a reduction in wages? __ Father __ Mother __ Self __ Spouse (if married) <input type="checkbox"/> Experienced reduction of wages for a minimum of 12 weeks <input type="checkbox"/> 2022-2023 Special Circumstances Appeal Form <input type="checkbox"/> Detailed letter explaining your circumstances, including dates <input type="checkbox"/> Copy of 2020 Signed Federal Tax Return if the IRS DRT was not utilized on the FAFSA <input type="checkbox"/> Copy of 2021 Signed Federal Tax Return <input type="checkbox"/> Copy of W-2's for 2020 <input type="checkbox"/> Copy of W-2's for 2021 <input type="checkbox"/> Letter from former employer(s) stating reduction in wages
<input type="checkbox"/> Loss or change in amount of child support, Social Security, or other benefits	<input type="checkbox"/> Person receiving the benefit: __ Parent __ Student <input type="checkbox"/> 2022-2023 Special Circumstances Appeal Form <input type="checkbox"/> Detailed letter explaining your circumstances, including dates <input type="checkbox"/> Copy of 2021 Signed Federal Tax Return <input type="checkbox"/> Copy of W-2's for 2021 for the person who received the benefit <input type="checkbox"/> If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination <input type="checkbox"/> If benefits are reduced, provide documentation of original amount, date of reduction, and reduced amount
<input type="checkbox"/> Divorce or separation of parents or spouse	<input type="checkbox"/> 2022-2023 Special Circumstances Appeal Form <input type="checkbox"/> Detailed letter explaining your circumstances, including dates <input type="checkbox"/> Copy of 2021 Signed Federal Tax Return <input type="checkbox"/> Copy of W-2's for 2021 <input type="checkbox"/> Copy of legal separation documentation, verification of separate households, or divorce decree
<input type="checkbox"/> Death of parent(s) or spouse	<input type="checkbox"/> 2022-2023 Special Circumstances Appeal Form <input type="checkbox"/> Copy of death certificate or obituary <i>Note: The WWC Financial Aid Office may request tax documents</i>
<input type="checkbox"/> Unusual medical expenses	<input type="checkbox"/> 2022-2023 Special Circumstances Appeal Form <input type="checkbox"/> Detailed letter explaining your circumstances, including dates <input type="checkbox"/> Copy of 2020 Signed Federal Tax Return if the IRS DRT was not utilized on the FAFSA <input type="checkbox"/> Copy of 2021 Signed Federal Tax Return <input type="checkbox"/> Copy of W-2's for 2020 Student or Parent <input type="checkbox"/> Copy of W-2's for 2021 Student or Parent <input type="checkbox"/> Copy of Schedule A for parent and/or student <input type="checkbox"/> Please submit verification of payment (e.g., cancelled checks, receipts, credit card statements) <i>Remember that we can only count expenses that you have paid out of pocket. These can include medicine, mileage to and from the doctor or hospital, or necessary medical equipment. These expenses must be over 11% of your Adjusted Gross Income to be considered.</i>

**One-time taxable
Income (IRA, Pension
distribution, back-
year Social Security
Payments)**

- Person who received a one-time, lump sum payment: __ Parent __ Student**
- 2022-2023 Special Circumstances Appeal Form
- Detailed letter explaining your circumstances, including whether you plan to make a future withdrawal from an IRA, Pension, or 401K
- A detailed letter indicating what these funds were used for and the balance remaining
- Copy of 2020 Signed Federal Tax Return if the IRS DRT was not utilized on the FAFSA
- Copy of W-2's for 2020 for Student or Parent
- Documentation to identify the source(s) of the income
- Verification of payment and an itemized statement showing how the funds were spent (e.g. canceled checks, and receipts)

Section B – Certification and Signature

By signing below, I certify that the information provided on this form is true and correct to the best of my knowledge. I understand that completing this form does not guarantee a change in my financial aid offer. I agree that if requested, I will provide documentation to support the information provided on this form. Finally, I understand that the decision is final and cannot be appealed.

Student Signature

Date

Parent Signature (If Dependent Student)

Date

NOTE: All documents must be uploaded in the student's Net Partner Account or faxed to the Financial Aid Office at 828-771-2030. Email submissions are not accepted in order to ensure the safety and security of personal information.

INTERNAL USE ONLY:

Approved by: _____ Date: _____

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