



Special Conditions Appeal Instructions 2019-2020

Financial aid for the 2019-2020 award year is based on 2017 income. If you and/or your parents or you and/or your spouse have had a significant change in your financial situation during 2019, you may request to have your financial aid re-evaluated. Circumstances that may result in an adjustment include:

- Loss of earnings due to a loss of job, change in hours or reduction in pay
- Loss of untaxed income or benefits such as child support received
- Loss of taxed income such as alimony
- Loss of income due to separation or divorce after the Free Application for Federal Student Aid (FAFSA) application was submitted
- Loss of lump sum payment received in 2017 such as severance pay or withdrawal from a retirement program
- Payment of medical or dental expenses not covered by health insurance
- Death of a spouse/parent after the FAFSA application was submitted
- Payment of elementary/secondary school tuition expenses
- Alimony/child support payments beginning in 2018

If you and/or your family meet one of the criteria listed above or if you have another extenuating circumstance that we should consider, please submit this application and the required documentation to the Student Financial Services Office. Additional documentation may be requested after your application is reviewed.

Application Steps:

1. You, the student, must have completed a valid 2019-2020 FAFSA Application and must be on file with Cheyney University.
2. You must submit the attached appeal form, a **typed, signed, and dated** personal statement that clearly explains the circumstance(s) that resulted in a loss of family income from tax year 2017 to tax year 2019, and required documentation indicated for the circumstances selected on the appeal.
3. As part of the Special Conditions application, the student will be selected for verification. You and your parent (if applicable) OR if you are married, you and your spouse, must complete the 2019-2020 Verification Worksheet and submit it to our office along with copies of the 2017 Federal Tax Transcripts for you and your parent(s) or you and your spouse, if married.
4. If you did not work in 2017, submit a Verification of Non-filing Letter from the IRS, attesting that you did not file a 2017 IRS Federal Income Tax Return. You may obtain The Verification of Non-filing from the IRS by completing and submitting IRS Form 4506-T (select item 7 Verification of Non-filing) at www.irs.gov/pub/irs-pdf/f4506t.pdf. Or use Get Transcript Online at: www.irs.gov/individuals/get-transcript
5. You must be registered in courses when the Special Conditions application is processed.

The application review can take up to six weeks. **Applications can be submitted between July 1, 2019 and June 30, 2020.** Once the application is processed, you will receive notification of the results by email to your wolf.cheyney.edu email account. **Failure to provide the required documents will delay the process.**

Special Conditions Application 2019-2020

NAME: _____

CU Student ID: _____

SECTION A: Circumstance Selection

Please indicate whose income has changed and your circumstance by checking the appropriate box.

CHANGE IN INCOME	<input type="checkbox"/> Student	<input type="checkbox"/> Spouse	<input type="checkbox"/> Parent
LOSS OF EARNINGS IN 2018	REQUIRED DOCUMENTATION		
<input type="checkbox"/> Loss of job	<ul style="list-style-type: none"> • Signed letter from each of your prior employers stating the last date of employment (must be on company letterhead) • Copy of your last paystub and, if married, your spouse's last paystub showing year-to-date earnings in 2019 • Copy of your unemployment eligibility determination notice. Also include a copy of your extended unemployment benefits, if applicable. • Information about a severance package, if applicable • Documentation of agency-approved disability benefits and effective date, if applicable 		
<input type="checkbox"/> Reduction in hours/pay	<ul style="list-style-type: none"> • Signed letter from each of your prior employers stating the last date of employment or from your current employer stating change in hours, rate of pay and the effective date (must be on company letterhead) • Copy of your last paystub and, if applicable, your spouse's last paystub showing year-to-date earnings in 2019 		
<input type="checkbox"/> Death of a spouse/parent	<ul style="list-style-type: none"> • Copy of death certificate • Copy of 2017 W2s and 1099s for you and your surviving parent 		
<input type="checkbox"/> Separated/divorced	<ul style="list-style-type: none"> • For separation, documentation showing proof of separate addresses for student and spouse (independent) or for each parent (dependent) along with date of separation • For divorce, copy of divorce decree • Copy of 2017 W2s and 1099s for you and your parent 		

LOSS OF UNTAXED INCOME IN 2018	REQUIRED DOCUMENTATION
<input type="checkbox"/> Child support	<ul style="list-style-type: none"> • Court or child services agency document stating date of termination of benefits • Documentation showing amount received in 2019
<input type="checkbox"/> Worker's compensation	<ul style="list-style-type: none"> • Copy of Worker's Compensation termination letter • Documentation showing amount received in 2019

LOSS OF TAXED INCOME IN 2018	REQUIRED DOCUMENTATION
<input type="checkbox"/> Alimony	<ul style="list-style-type: none"> • Copy of court documents stating the termination date • Documentation showing amount received in 2019

NAME: _____

CU Student ID: _____

LOSS OF LUMP SUM PAYMENT	REQUIRED DOCUMENTATION
<input type="checkbox"/> One lump sum payment (e.g. severance pay, withdrawal from an IRA, 401K, etc.)	<ul style="list-style-type: none"> • Explanation of why the funds were withdrawn • Copies of receipts/bank statements for loans/expenses paid using the lump sum payment (this cannot include normal monthly expenses)

CHANGE IN HOUSEHOLD SIZE	REQUIRED DOCUMENTATION
<input type="checkbox"/> Consideration will only be given to those records initially selected for verification by the U.S. Department of Education	<ul style="list-style-type: none"> • Explanation of change in household size occurring within the current award year. • Household size form

ADDITIONAL EXPENSES	REQUIRED DOCUMENTATION
<input type="checkbox"/> Medical or dental expenses not covered by health insurance paid by student/parent in 2017, 2018, or 2019	<ul style="list-style-type: none"> • Medical Expenses: (This refers to medical expenses already paid by the student and spouse or parents of a dependent student during 2017 that can be documented.) Documentation showing that you, your spouse, or your parents paid medical expenses that exceeded 11% of your 2017 early income along with documentation that shows that medical expenses have not and will not be paid by health insurance or other healthcare providers. NOTE: Medical expenses that have not been paid by student/spouse or parents cannot be appealed NOTE: If all payments have not been paid for the year, submit the appeal once all payments have been made to maximize financial aid eligibility
<input type="checkbox"/> Expenses due to death of spouse/parent in 2017, 2018 or 2019	<ul style="list-style-type: none"> • Copy of death certificate • Copies of bills associated with funeral expenses not covered by insurance
<input type="checkbox"/> Elementary/secondary school tuition	<ul style="list-style-type: none"> • Documentation from school indicating how much was paid in 2017, 2018 or 2019. Documentation must include the name of the child and the person who paid the expenses
<input type="checkbox"/> Alimony/child support payments beginning in 2019	<ul style="list-style-type: none"> • Court documentation stating when payments began • Documentation of payments (statement from agency, bank statements, etc.) NOTE: Child support and alimony payments made in 2017 should be included on the 2019-2020 FAFSA

SECTION B: Personal Statement

Please explain the circumstances that changed. You must state the name of the person(s) experiencing the special circumstance(s), the special circumstance and the date(s) of the change(s).

SECTION C: Certification Statement

I certify that all of the information on this form and accompanying documents are true and complete to the best of my knowledge. Furthermore, I affirm that I have not knowingly or intentionally provided any false or fraudulent documentation.

Student Signature _____ Date _____

Parent Signature (if parent information is provided) _____

Spouse Signature (if applicable) _____