

Request for Consideration of Special Circumstances

Student ID: _____ Student Name: _____

The FAFSA asks students and parents to provide information concerning the most recent tax year. In some instances, this information is no longer an accurate picture of a family's circumstances. This form can be used to request that the Office of Financial Aid consider changes to financial aid information. Please provide the information requested below and complete the back of this form to submit an appeal.

Some reasons for making an appeal include:

- Medical expenses
- Job loss or change
- Death of spouse
- Divorce or separation
- Retirement

Required Documentation for All Appeals:

- _____ Letter of explanation.
- _____ Signed copy of 2008 Federal Tax Return (i.e., 1040, 1040A, 1040EZ) **and all supporting schedules.**
- _____ Completion of page 2 of this form.

Additional Documentation Based on Reason(s) for Appeal:

- _____ Last pay stub
- _____ Receipts of paid medical expenses
- _____ Divorce decree or separation agreement
- _____ Other form of documentation

Additional documentation may be required. CNU reserves the right to request additional paperwork it feels is necessary to approve the appeal.

All documentation should be sent to:

Office of Financial Aid
Christopher Newport University
1 University Place
Newport News, VA 23606
Fax: (757) 594-7113

Please allow 10 working days for processing.

I certify the information I have attached to this form is accurate and complete.

Signature: _____
(Student)

Date: _____

Signature: _____
(Parent)

Date: _____

Expected 2009 Income

Please complete the information below. If you have experienced a change in income due to retirement, job loss, death or divorce, or if some untaxed benefits will end during the current year, this information will be used to update the FAFSA. **Some columns or line items may not be applicable to you.**

Please remember to attach a copy of your 2008 Federal Tax Return and supporting schedules. **REQUESTS CANNOT BE PROCESSED UNLESS THE SUPPORTING DOCUMENTATION REQUESTED ON PAGE 1 IS ATTACHED.**

	Mother	Father	Student	Spouse
Actual income earned from work: January 1, 2009 to Present				
Expected income earned from work: Present to December 31, 2009.				
Total earned and expected earned income for 2009				
Other taxable income: Interest, alimony, unemployment, etc				

Untaxed Income:

Please indicate the amount(s) and type(s) of untaxed income received. Examples include child support, housing and living allowances for members of the military or clergy, workers' compensation, and IRA or pension distributions. Please also report any cash you received or money paid on your behalf (such as bills) not reported elsewhere.

Source of Untaxed Income	Amount Received Jan 1 to Present	Expected Amount Received Present to Dec 31

Asset Value and Net Worth:

Please provide the information requested. Note that net worth means current value minus investment debt.

Asset	Student	Parent
Total current balance of cash, savings and checking accounts.		
Net worth of investments. Note that investments include real estate (not the home you live in), trust funds, money market funds, mutual funds, CDs, stocks, stock options, bonds, other securities, etc. Qualified educational benefits such as Coverdell accounts or 529 accounts should be reported as assets of the parent, including all accounts owned by the student and any other member of the household (i.e., siblings not yet in college or attending another school). DO NOT include retirement plans.		
Net worth of businesses or investment farms. Do not include the value of a small business if your family owns and controls more than 50 percent of the business and the business has 100 or fewer full-time or full-time equivalent employees. Do not include the value of a family farm that your family lives on and operates.		