

Request for Consideration of Special Circumstances

Student ID: _____ Student Name: _____

Father: _____ SSN: _____
(if applicable)

Mother: _____ SSN: _____
(if applicable)

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 mark the reason(s) for your appeal, and provide the required documentation.
PLEASE NOTE: You should include with the documentation below a letter carefully explaining your circumstances and the reason for your appeal.

Examples of Appeals	Documentation Required
The student or his/her parent retired during the current year.	A copy of the final pay stub, separation notice, and documentation of severance pay. If applicable, please also provide documentation of monthly income sources for retirement income, including Social Security benefits. If you estimate earnings during the current year from future employment, please submit a statement of earnings.
The student or his/her parents separated or divorced after filing the FAFSA.	Both spouse's taxes (if filing separately) and all W-2s. A letter indicating the date of separation and indicating the parent providing primary financial support. A statement indicating the monthly support be given or received should also be submitted.
The student's or parent's income has decreased significantly since completing the FAFSA.	Provide a copy of the final pay stub received, a copy of monthly unemployment compensation received, and a statement of current and future anticipated earnings, including non-taxable earnings. Also provide a copy of the prior year's tax return.
The student or parent no longer receive untaxed benefits as indicated on the FAFSA.	Provide a statement indicating the date the benefits ended. Also provide the date through which the benefit was received and the total amount received year-to-date at the termination of the benefit.

The above list is not an exhaustive example of all situations which may be reconsidered. If, after reviewing this form, you feel you have circumstances which have not been described and for which you would like to receive consideration, please contact our office at (757) 594-7170

The documentation and this form should be sent to:
Office of Financial Aid
Christopher Newport University
1 University Place
Newport News, VA 23606
Fax: (757) 594-7113

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

Signature: _____ Date: _____
(student)

Signature: _____ Date: _____
(parent if applicable)

Expected 2007 Income

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, please complete this portion of the form. Enter the information required in the appropriate column(s). **Some columns or line items may not be applicable to you.**

Please remember to attach a copy of your 2006 Federal Tax Return and supporting schedules.
REQUESTS CANNOT BE PROCESSED UNLESS SUPPORTING DOCUMENTATION IS ATTACHED.

	Mother	Father	Student	Spouse
Actual Gross Income Earned from Work: January 1, 2007 to present	_____	_____	_____	_____
Expected Gross Income Earned from Work: Present to December 31, 2007	_____	_____	_____	_____
Total earned and expected earned income	_____	_____	_____	_____
Other taxable income: Examples: Interest, alimony, unemployment	_____	_____	_____	_____

Untaxed Income:

Please indicate the amount(s) and type(s) of untaxed income received. Examples include Child Support, Military Allowances, Welfare, Aid to Dependent Children (ADC), Social Security Benefits or Disability. Please also note any cash you received or money paid on your behalf (such as bills) not reported elsewhere

Source(s) of Untaxed Income	Amount Received January 1 to present	Expected Amount Received Present to December 31

Asset Value and Net Worth:

Please indicate the amount of savings and checking accounts and the net worth of investments or businesses. Net worth means current value minus current debt.

	Student (And Spouse, if Applicable)	Mother	Father
Cash, savings and checking account	_____	_____	_____
Investments	_____	_____	_____
Business or Investment Farm	_____	_____	_____

Investments include real estate (not the home you live in), trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, other securities, college savings plans, prepaid tuition plans, commodities, etc. Investments **do not** include the value of life insurance, retirement plans, or cash or savings accounts.

Business and or investment farm values include the market value of land, buildings, machinery, equipment, inventory, etc.

Do not include the value of a small business that you/your parents own and control and that has fewer than 100 employees