2021-22 Special Circumstances Appeal for Review of Financial Need Income changes due to COVID-19

Due to the current pandemic, the Office of Student Financial Aid (OSFA) recognizes that students and their families may have extenuating financial circumstances that the standard need analysis form (the Free Application for Federal Student Aid, FAFSA) does not consider. The office reviews such circumstances.

NOTICE: Submission of a Special Circumstances Appeal does not guarantee a favorable change in your financial aid eligibility or award(s).

Instructions

To request a review of your extenuating financial circumstances:

1. Complete and submit to OSFA this Special Circumstances Appeal Form. **NOTE: Only complete this form if you or your parents have experienced changes to COVID-19. For other special circumstance situations, please reach out to our office to speak with a Financial Aid Officer.**
2. Attach to this form all documentation that supports your extenuating financial circumstances. Appeals submitted without the required supporting documentation will be denied.

**NOTICE: The following DO NOT qualify—singularly or in combination—as special circumstances that merit review.**

1. Parents refuse to contribute to your education.
2. Parents are unwilling to provide information on your FAFSA or for verification.
3. Parents do not claim you as a dependent for income tax purposes.

**Note:** If the Expected Family Contribution (EFC) on your FAFSA’s Student Aid Report (SAR) is zero, do not submit this form. The maximum amount in financial aid possible is automatically awarded to students who have an EFC of zero.

Conditions of a Special Circumstance Appeal

1. Submit the Special Circumstances Form with your **explanation statement and supporting documentation after** you submit your 2021-22 FAFSA. Appeals submitted without the required supporting documentation will be denied.
2. Watch your WSU email and review Academica for any additional requirements. If we contact you for additional information, provide it to our office as soon as possible.

Processing deadlines

Submit this form and attachments before the processing deadline:

**Fall 2021-December 1, Winter 2022-April 1, Spring-June 1, Summer and Spring/Summer-August 1, MD students-one month prior to the end of 2021-22 enrollment.** We cannot guarantee a change will be processed if submitted after the deadline. Loans must be accepted in Academica while you are still enrolled for the semester.
2021-22 Special Circumstances Appeal for Review of Financial Need
Income changes due to COVID-19

Student’s First Name   9-digit WSU Student ID #   Phone Number
Student’s Last Name

NOTE: Only complete this form if you or your parents have experienced changes to employment or incurred medical expenses due to COVID-19. For other special circumstance situations, please reach out to our office at studentservice@wayne.edu to speak with a Financial Aid Officer for our 2021-22 Special Circumstance Appeal Form.

☐ All requests must include an explanation statement in addition to supporting documentation

CHECK SPECIAL CIRCUMSTANCE THEN SUBMIT DOCUMENTS  (Write your student ID on EACH)

- Decrease in student/spouse income from employment in 2021 due to COVID-19
- Decrease in parent income from employment in 2021 due to COVID-19
- Retirement
  - Letter of separation from employer
  - Copy of last pay stub showing earnings or most recent W-2
  - Statement of retirement benefits
- Loss of employment due to layoff or termination
  - Copy of unemployment benefits OR statement of ineligibility
  - Letter on employer company letterhead that states the last date of employment
  - Documentation of severance/buy-out package and year-to-date income or recent W-2
- Change in employment status, from full-time to part-time, or reduction in wages
  - Letter on employer company letterhead with the change effective date
  - Documentation of year-to-date income
  - If you reduced work hours to attend school, provide a letter to explain
- Unreimbursed medical or dental expenses paid, as a result of COVID-19
  - Documentation for non-reimbursed medical or dental expenses paid, as a result of COVID-19
  - A copy of your IRS Schedule A, if filed
  - Expenses must exceed 11.5% of your Adjusted Gross Income in order to make a difference in your Expected Family Contribution
- Death of supporting family member due to COVID-19
  - Proof of loss of supporting family member, e.g. death certificate or obituary notice dates after FAFSA was filed

Incomplete appeals will be denied. We may request additional documentation. Review your requirement status in Academica regularly.

I/we certify that all information reported on this form is complete and correct. I/we understand that changes in my FAFSA financial information based on the documentation provided may result in a change in financial aid eligibility.

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A parent signature is required if you are providing parent information.