



2017–2018 Academic Year Special Circumstance Appeal Form BYU-Hawaii Financial Aid

Special Circumstances

Student Name: _____ ID#: _____

Email Address: _____ Phone: _____

All items in bold are **REQUIRED** in order for your petition to be reviewed. Please contact the Financial Aid Office at (808)675-3316 or financialaid@byuh.edu to determine if you need to submit any additional documentation below. We cannot process your request until you submit **ALL** necessary documents. Please note that you may be asked to submit additional information upon request.

- Complete the 2017-2018 Verification Worksheet** (available online at <http://financialaid.byuh.edu>). If you did not use the IRS data retrieval tool while completing your FAFSA you must either: resubmit your FAFSA using the tool or provide 2015 IRS tax return transcript(s) for you and parents (if dependent) or spouse (if married).
- A signed copy of your 2015 tax returns and accompanied schedules** (if applicable) for student and parents if dependent OR student and spouse if married.
- A signed letter of explanation telling your current circumstances versus the previous year.**
- Proof of situation.** Examples include: unemployment benefit statement, retired or termination notice, memo/letter from employer regarding change or reduction in employment, physician's statement, lawyer's statement regarding separation, court statements regarding divorce or termination notice, death certificate, or obituary notice.
- Project your income and expenses for 2015.** Income should include wages, business and farm income, child/alimony support and social security benefits, pensions and annuities, etc. Expenses should include living, personal, educational, etc. Please show your work for how you determined the projected income expense. Please show your work for how you determined the projected income and expenses.
- Year to date income** (payroll notification or check stubs) from all 2015 employers for student and parents if dependent OR student and spouse if married.
- If unemployed**, benefits or workman's compensation were/are received, statement showing total benefits received for 2015. If after 12/31/16, provide benefit statement for 2016.
- Signed statement identifying other income and the amount received in 2015.
- 2015 W-2** statements from all employers for the student and parents (if dependent) or spouse (if married and not separated or divorced). If after 12/31/16, please provide benefit statement for 2016.
- After 12/31/16**, you must submit 2016 forms and copies of 2016 tax return transcript(s) for student and parent if dependent or student and spouse if married.

Eligible noncitizens must meet with a financial aid counselor to determine the need for other documents ie. I-94, I-551, I-571, or I.327.

Do not submit this form unless you have already filed a 2017-2018 FAFSA (Free Application for Federal Student Aid) completed verification, and have met with a Financial Aid Counselor.

Financial need is normally based on each student's and their family's annual gross income for the previous tax year. If your income has decreased or you have special circumstances that were not taken into account on your FAFSA, we may be able to re-evaluate your financial need based on your projected gross income for the 2015 tax year (January 1, 2016 to December 31, 2016) or the current academic year (September 1, 2017 to August 31, 2018).

If we are able to make adjustments to your application, we will submit these corrections to the Department of Education. If you qualify for additional aid based on your adjusted financial need, we will award the additional aid when the correction process is complete. The entire process is usually completed by three weeks from submission but can take longer. To ensure you receive a decision for a particular semester, your petition should be submitted two weeks prior to your last day of attendance of that semester.

Circumstances we may consider:

- Unemployment or change in employment
- Unusual medical and dental expenses
- Excessive debt related to business loss or unemployment
- Non-recurring income
- Separation, divorce, disability, or death

Ineligible Circumstances: We cannot make adjustments for any of the following circumstance:

- Car payments or car insurance
- Consumer debt (credit cards)
- Chapter 7 personal bankruptcy
- Mortgages and rent (unless you are maintaining 2 or more households)
- Home equity, IRA 403B and 401K loans
- Parents will not help pay for college
- Family missionary expenses

Independent students:

You must only provide information for yourself and your spouse (if married).

Dependent students:

You must provide information for yourself and your parents.

Certification

By signing below, I certify that the information on this form and all attached documentation is true and complete to the best of my knowledge. I waive my rights to the Family Education Rights and Privacy Act regarding supporting documentation for this petition.

Student's Signature: _____ Date: _____

Office Use Only <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Hold <input type="checkbox"/> No action taken	
Comments:	
Date:	Committee: