



**SPECIAL CIRCUMSTANCES APPEAL  
2017-2018**

Financial Aid Office  
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First Name	Last Name	SSN/Student ID	Phone Number

**REASONS TO APPEAL:**

**YOU ARE REQUIRED TO FILE A 2017-2018 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) BEFORE SUBMITTING THIS FORM TO STUDENT FINANCIAL AID. YOU CAN COMPLETE THE FAFSA ONLINE AT [WWW.FAFSA.ED.GOV](http://WWW.FAFSA.ED.GOV).**

The Higher Education Act and associated federal regulations give financial aid administrators the authority to make adjustments to an individual student's federal aid application based on special circumstances within the household. The CEI Student Financial Aid Office will review and when appropriate, make adjustments to a student's institutional, state and federal aid when a student, spouse, or parent have demonstrated a decrease in income for 2016 or 2017. We reserve the right to delay review, until the end of the calendar year, any appeal where reasonable projections cannot be made.

**Projected income will only be accepted from July 1, 2017-November 30, 2017.**

<p><b>Circumstances that can be considered under this appeal:</b></p> <ul style="list-style-type: none"> <li>• Unemployment or change in employment</li> <li>• Unusual medical and dental expenses</li> <li>• Excessive debt related to business or unemployment</li> <li>• Non-recurring income</li> <li>• Birth, death, separation, divorce, or disability</li> </ul>	<p><b>Circumstances which we <u>will not</u> consider under this appeal:</b></p> <ul style="list-style-type: none"> <li>• Car payments or car insurance</li> <li>• Consumer debt (credit cards)</li> <li>• Mortgages and rent</li> <li>• "Parents will not help pay for college"</li> <li>• Home equity loans</li> </ul>
<p align="center"><b>Independent Students:</b> <i>You must provide information for yourself and your spouse (if married).</i></p>	<p align="center"><b>Dependent Students:</b> <i>You must provide information for yourself and your parent(s).</i></p>

**Section 1: Submit the following information for your appeal.**

- A signed letter of explanation telling your current circumstances versus the 2015 tax year's circumstances. (Include where your 2015 income went, what lifestyle changes and sacrifices you have made.)
- Copies of all appropriate documentation specifically pertaining to your circumstance (see section 2).  
 Student/Spouse     Parent
- Complete Section 3 for student/spouse and/or parent (if applicable) if projecting income for 2017.  
 Student/Spouse     Parent

**Section 2- Mark the year you will be using for your appeal. All required documentation must be submitted with this form or the appeal will be denied. Further, CEI reserves the right to request additional documentation. Mark all that apply.**

<input type="checkbox"/> 2016 Tax Year	<input type="checkbox"/> 2017 Tax Year
<input type="checkbox"/> <b>2017-2018 Verification Worksheet</b> printed from the CEI website at <a href="http://www.eitc.edu/falcons/resources/financial-aid/verification-form-17-18-v3.pdf">http://www.eitc.edu/falcons/resources/financial-aid/verification-form-17-18-v3.pdf</a> .	<input type="checkbox"/> Year-to-date income (payroll notification or check stubs) from all employers during 2017 for: <input type="checkbox"/> Student <input type="checkbox"/> Spouse <input type="checkbox"/> Father/Stepfather <input type="checkbox"/> Mother/Stepmother
<input type="checkbox"/> <b>2015 and 2016 IRS Tax Transcript:</b> Tax Return Transcripts may be obtained at <a href="http://www.irs.gov/Individuals/Get-Transcript">http://www.irs.gov/Individuals/Get-Transcript</a> or by Phone by calling 1-800-908-9946.	<input type="checkbox"/> After 12/1/2017, you must submit 2017 W-2 forms, copies of 2017 Federal Tax Return Transcripts for the student and parent(s) {if dependent} or student and spouse {if married}, and 2017-2018 Verification Form.
<input type="checkbox"/> <b>2016 W-2's</b> for student/spouse and parent (if applicable).	<input type="checkbox"/> If unemployment benefits or workman's compensation were received, statement showing total benefits received for 2017.
<input type="checkbox"/> Supporting documentation pertaining to your circumstance. <i>I.e. Divorce decree, medical bill, etc.</i>	<input type="checkbox"/> Supporting documentation pertaining to your circumstance. <i>I.e. Divorce decree, medical bill, letter confirming loss of employment, etc.</i>

<b>Section 3</b>	<b>Student/Spouse 2017 Taxable Income</b>			<b>Parent 2017 Taxable Income (if applicable)</b>		
<b>Taxable Income/ Benefits for Jan. 1, 2017–Dec. 31, 2017</b>	<b>Actual Income Received (Jan. 1, 2017 to Today)</b>	<b>Estimated Income (Today to Dec. 31, 2017)</b>	<b>Total Income Received for student/spouse (Actual + Estimated)</b>	<b>Actual Income Received (Jan. 1, 2017 to Today)</b>	<b>Estimated Income (Today to Dec. 31, 2017)</b>	<b>Total Parent(s) Income Received (Actual + Estimated)</b>
Expected 2017 income earned from work by Student						
Expected 2017 income earned from work by Spouse						
Unemployment Compensation received						
Taxable Social Security Benefits						
Other taxable income (dividends, interest, pensions, annuities, alimony, capital gains, gambling earnings, etc) <b>Specify Source:</b>						
<b>Total Taxed Income for 2017:</b>						
	<b>Student/Spouse 2017 Untaxed Income</b>			<b>Parent 2017 Untaxed Income (if applicable)</b>		
<b>Untaxed Income/ Benefits for Jan. 1, 2017–Dec. 31, 2017</b>	<b>Actual Income Received (Jan. 1, 2017 to Today)</b>	<b>Estimated Income (Today to Dec. 31, 2017)</b>	<b>Total Income Received for student/spouse (Actual + Estimated)</b>	<b>Actual Income Received (Jan. 1, 2017 to Today)</b>	<b>Estimated Income (Today to Dec. 31, 2017)</b>	<b>Total Parent(s) Income Received (Actual + Estimated)</b>
Housing or other allowances (clergy, military, et)						
Child Support Received						
Veteran's Non-Educational Benefits						
Money received, or paid on your behalf (e.g., bills, rent, car payment), not reported elsewhere on this form.						
Other untaxed income (earned income credit, worker's compensation, payments to IRA/Keogh, etc) <b>Specify Source:</b>						
<b>Total Untaxed Income for 2017:</b>						

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicable-dependent students)

Financial Aid Office:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Old EFC:		New EFC:
Comments:		
Processed By:		Date: