



# Simmons College Student Financial Services 2011 – 2012 Financial Aid Appeal Worksheet

Student's Name: \_\_\_\_\_ Simmons ID Number: \_\_\_\_\_

- Please submit a paper copy of the student's signed 2010 Federal Tax Return and W-2 forms, if not previously submitted.
- Please submit a paper copy of the parents' signed 2010 Federal Tax Return and W-2 forms, if not previously submitted.

Appeals based on significant and/or unforeseen changes in circumstances that affect a family's ability to contribute to college costs will be considered. Appeals regarding important financial information that was not included in the original application materials or may not have been considered when the application was reviewed will also be considered.

Several circumstances under which appeals are routinely considered are outlined in this worksheet. This form is a standard way for us to collect information and provides examples of what constitutes reasonable grounds for an appeal. All families must submit the following:

- Completed and signed Appeal Worksheet
- Signed copy of parents' (if appropriate) 2010 Federal Tax Return & W-2 forms
- Signed copy of student's (and spouse's, if appropriate) 2010 Federal Tax Return & W-2 forms
- Letter of appeal
- Supporting documentation, as appropriate based on reason for appeal

After reviewing your appeal and documentation we will determine whether adjustments can be made. You may be asked to provide additional information before a decision is made. If you have questions about the nature of your situation, we encourage you to contact our office and discuss your case with a Financial Aid Officer before you appeal so that we can help you determine the type of documentation that may be required.

You will be notified of the outcome of your appeal in writing. If changes are made to your financial aid package, you will receive a revised award notification. Appeals may not be considered until after May 1, 2011. Enrollment decisions should be made based on the current award package. Response time will vary based on our volume of appeals at the time your request is received, but you can generally expect a response within two to three weeks. Students who have declined federal loan assistance will not be offered additional grant funding. Please note that grant funds are limited and we may not be able to accommodate all appeals.

## Certification Statement

The information provided on this form is accurate and complete to the best of our knowledge. We have already provided, or will provide with this form, our signed 2010 federal tax returns, including all schedules and W-2 forms. We understand that completing this form does not guarantee that financial aid will be increased. We also understand that if financial aid is revised based on this appeal information, projected 2011 income may be verified in January 2012 and financial aid may be revised and may have to be repaid if our estimates were inaccurate. We further understand that if loan assistance is declined at any time, that no additional grant funds will be offered.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Spouse's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appeal Scenarios—answer all that apply

### Required Information Regarding the Family Home (this information is required of all families)

To provide the most complete financial picture of your family's situation, please answer the following about the family's primary residence:

Does your family:  Own  Rent Current market Value: \$ \_\_\_\_\_  
Original Purchase Year: \_\_\_\_\_ Current Outstanding Mortgage Balance: \$ \_\_\_\_\_  
Original Purchase Price: \$ \_\_\_\_\_ Current Monthly Mortgage/Rent Payment: \$ \_\_\_\_\_

### Significant Loss of Parent, Student, or Student's Spouse Work Income

- Had work income in 2010 but has been unemployed for at least 10 weeks in 2011.
- Had a significant reduction in work income in 2011 due to serious illness or disability, forced retirement, termination of employment, or lay off.
- Other. Explain in detail on the lines below and also attach a separate page. Note that for situations other than loss of job for 10 weeks or more, you may be asked to appeal in January 2012, when actual 2011 income can be verified. If income decreases significantly, changes to financial aid may then be made retroactive to September 2011:

1. Who lost work income:  Mother/Stepmother  Father/Stepfather  Student  Student's Spouse
2. Date stopped working or experienced a reduction in work income: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. Cause for unemployment:  Disability  Forced Retirement  Termination  Lay Off
4. You must provide projected 2011 income information for both parents or student (and spouse, if applicable) in the "Estimated 2011 Income" section on page 3 and sign the "Certification Statement" section on page 1.

### Loss or Reduction of Untaxed Income and Benefits

The student, student's spouse, or a parent had untaxed income or benefits (taxed or untaxed) in 2010, such as Social Security, child support, or unemployment compensation, that will cease or be reduced in 2011.

1. Type of benefit lost or reduced: \_\_\_\_\_
2. Person who lost the benefit:  Parent  Student  Student's Spouse
3. Additional information on loss/reduction of benefits:
  - a. If benefits will stop entirely, date last payment is expected: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
  - b. If benefits will be reduced, enter total amount student/parent/student's spouse will receive in 2011: \$ \_\_\_\_\_
4. Please attach supporting documentation (i.e. statements from Social Security, court order regarding child support, etc.)

### Parents' or Student's Unusually High, Uninsured Medical or Dental Expenses

Complete this section only if your family incurred uninsured medical and dental expenses in excess of 7.5% of 2010 Adjusted Gross Income (AGI). If you filed the IRS 1040 Schedule A including these expenses, a copy of your Schedule A is sufficient documentation. If you did not file a Schedule A, you must attach receipts for all costs included in the total listed.

Total uninsured medical/dental expenses for 2010: \$ \_\_\_\_\_

### Other Special Circumstances

If no category of appeal on this form describes your situation, please attach an explanation of your circumstances with as much detail and documentation as possible. If your situation involves a change in income, complete the following "Estimated 2011 Income Statement." All students and parents who appeal must complete the "Certification Statement" section.

### Estimated 2011 Income Statement

Complete this section if you are appealing based on a loss of work income or other income-related change. You must provide information for all categories of income, not just the types of income that will change. Attach any documentation you have for your figures, such as your most recent pay stubs, a letter from your employer regarding severance package terms, etc. Actual income may be verified in January 2012. If changes were made to your financial aid based on your projections and the actual figures are higher than your projections, aid will be adjusted and you may be required to repay financial aid received. Enter "0" if no income of a certain type is expected.

- The following information provided is for the parent(s) of a Simmons student.
- The following information provided is for a Simmons student and/or student's spouse.

| Breakdown of AGI                          | Actual Income<br>(1/1/11 - Today) | Estimated Income<br>(Today - 12/31/11) | Total Estimated<br>2011 Income<br>(1/1/11 - 12/31/11) | Office Use Only Verified<br>2011 Income |
|---|-----------------------------------|--|---|---|
| Father's wages/ Student's wages           | \$                                | \$                                     | \$  | \$                                      |
| Mother's wages/ Spouse's wages            | \$                                | \$                                     | \$  | \$                                      |
| Interest & dividend income                | \$                                | \$                                     | \$  | \$                                      |
| Unemployment compensation                 | \$                                | \$                                     | \$  | \$                                      |
| Severance pay                             | \$                                | \$                                     | \$  | \$                                      |
| IRA, Pension, Annuity Distribution        | \$                                | \$                                     | \$  | \$                                      |
| All other taxable income<br>Source: _____ | \$                                | \$                                     | \$  | \$                                      |
| <b>TOTAL</b>                              | <b>\$</b>                         | <b>\$</b>                              | <b>\$</b>   | <b>\$</b>                               |

### Sources of Untaxed Income

The following sources of income or support are considered untaxed income. Review and complete this worksheet by indicating estimated 2011 amounts to be received in particular sources. **If your appeal is based on a change in income for 2011, this section must be completed in order for your appeal to be reviewed.** Enter "N/A" for any source that you will not receive in 2011.

| Source  | Estimated 2011 Annual Amount |
|---|------------------------------|
| Payments to tax-deferred pension and savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S  | \$                           |
| Deductible IRA and/or SEP/SIMPLE: IRS Form 1040 (total of lines 28 and 32); or 1040A (line 17)  | \$                           |
| Child support received for all children, do not include foster care or adoption payments  | \$                           |
| Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing. | \$                           |
| Veterans' non-educational benefits, such as Death Pension or Dependency & Indemnity Compensation (DIC).   | \$                           |
| Any other untaxed income/benefits.<br>Source: _____   | \$                           |
| <b>TOTAL</b>  | <b>\$</b>                    |

## Expense and Resource Information

Complete this section if you are appealing based on a loss of work income or other income-related change. You must provide information for all categories of expenses and resources. Please provide full budget information (both expenses and resources) for the calendar year 2010 for the student, parent(s), spouse, and any other people for whom you or your parent(s) provide more than half of their support (e.g., dependent children).

**NOTE:** Please write "N/A" for any item below that is not applicable.

Resources should be equal to or more than expenses. If not, a full explanation must be provided.

| Expenses  | Total Annual Amount |
|---|---------------------|
| Rent / Mortgage                                   | \$                  |
| Food / Clothing                                   | \$                  |
| Household (Utilities, Laundry, etc.)              | \$                  |
| Transportation / Car                              | \$                  |
| Medical / Dental                                  | \$                  |
| Debt Payments (loans, credit cards)               | \$                  |
| Educational Costs (paid for Simmons student)      | \$                  |
| Educational Costs (paid for other family members) | \$                  |
| Other (itemize below):<br>_____<br>_____<br>_____ | \$                  |
| <b>TOTAL 2010 EXPENDITURES</b>                    | <b>\$</b>           |

| Resources   | Total Annual Amount |
|---|---------------------|
| Father's Wages ( <i>dependent students</i> ) /<br>Student's Wages ( <i>independent students</i> ) | \$                  |
| Mother's Wages ( <i>dependent students</i> ) /<br>Spouse's Wages ( <i>independent students</i> )  | \$                  |
| Interest/Dividend Income  | \$                  |
| Social Security   | \$                  |
| AFDC  | \$                  |
| Savings   | \$                  |
| Child Support Received (all children)   | \$                  |
| Alimony   | \$                  |
| Veterans' Benefits  | \$                  |
| Unemployment Compensation   | \$                  |
| Pensions  | \$                  |
| Worker's Compensation / Disability  | \$                  |
| Financial Aid from Other Colleges   | \$                  |
| Other (itemize below):<br>_____<br>_____  | \$                  |
| <b>TOTAL 2010 RESOURCES</b>   | <b>\$</b>           |

### Did You Remember To:

- Submit your letter of Appeal?
- Submit signed paper copies of the student's (and spouse's) 2010 federal tax return, all pages and schedules, and W-2 forms?
- Submit signed paper copies of the parents' 2010 federal tax return, all pages and schedules, and W-2 forms?
- Answer all sections of this Appeal Worksheet?
- Submit all additional documentation, as necessary based on the reason for your appeal?
- Include the student's name and Simmons ID Number on all forms and documentation submitted?

**Note: Appeals will not be considered until all documentation is received.  
If federal loan assistance is declined, no additional grant funds will be offered.**