



Simmons University Student Financial Services 2018 – 2019 Financial Aid Appeal Worksheet

Student Name: _____ Simmons ID: _____

INSTRUCTIONS

Need-based appeals are based on significant and/or unforeseen changes in the financial circumstances that affect a family's ability to contribute to college costs. The circumstances under which federal regulation will allow a family to appeal their Estimated Family Contribution (EFC) are outlined in this worksheet. The outlined scenarios on the second page of the appeals packet constitute reasonable grounds for an appeal.

Newly accepted students may begin the appeal process after the student has received a financial aid award letter. Returning students may begin the appeal process after May 1, 2018. Enrollment decisions should be made based on the current award package, as an appeal does not guarantee additional funding.

All families must submit the following:

- Completed and signed Financial Aid Appeal Worksheet
- Letter of circumstances, please include relevant dates and details to support the documentation provided
- 2016 IRS Tax Return Transcript and W2's for the individual(s) experiencing the change in circumstances
- 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 reached. 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.

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:

Please review the following and indicate your agreement by signing below.

- The information provided on this form is accurate and complete to the best of our knowledge.
- We have imported our 2016 federal tax returns to the FAFSA using the IRS Data Retrieval Tool (or provided a 2016 Tax Return Transcript), and included copies of our 2016 W2 forms with this appeal.
- We understand that completing this form does not guarantee that financial aid will be increased.
- We understand that if financial aid is revised based on this appeal information, projected income may be verified via a future Tax Return Transcript. Financial aid may be revised again based on verified income and may have to be repaid if our estimates were inaccurate.
- We further understand that if loan assistance is declined at any time, no appeal grant funds can be received.

Student's Signature: _____ Date: _____

Student's Spouse's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

APPEAL SCENARIOS: Please select all that apply and review further instructions.

- A. Significant Loss of Parent, Student, or Spouse's Work Income in 2017 for 10 or more weeks**
1. In your letter of circumstances, please indicate who lost work income, dates work income was lost, cause for loss of income (disability, death, forced retirement, termination, lay off, etc.) and any other details which may be relevant.
 2. **Required:** Provide a copy of your 2017 Tax Return Transcript as well as all 2017 W2s. A copy of the Tax Return Transcript can be requested at www.irs.gov
- B. Projected loss of Parent, Student, or Spouse's Work Income for 2018**
1. Appeals of this nature will not be considered until after May 1, 2018 and the individual must have experienced loss of income for 10 or more weeks in 2018.
 2. In your letter of circumstances, please indicate who lost work income, dates work income was lost, cause for loss of income (disability, death, forced retirement, termination, lay off, etc.) and any other details which may be relevant.
 3. **Required:** Complete Estimated 2018 Income section on the following page, and you must include relevant documentation for each category of income. You must include a copy of the most recent (or final) paystub for the individual experiencing the change.
- C. Loss or Reduction of Taxed and Untaxed Income and Benefits**
1. **To Qualify:** The individual had untaxed income or benefits in 2016 (such as child support, unemployment compensation, etc.) which will cease or be reduced in future years.
 2. In your letter of circumstances, please indicate who experienced the benefit change, reason for the change, dates associated with the change, details of reduction, and other relevant information.
 3. **Required:** Sources of Untaxed Income section on the following page and include relevant documentation for each category of income as needed.
- D. Individual's Unusually High, Uninsured Medical or Dental Expenses**
1. **To Qualify:** Your family incurred uninsured medical and/or dental expenses in excess of 10% of your 2016 Adjusted Gross Income (AGI) or you or your spouse was born before January 2, 1950 and family incurred medical and dental expenses in excess of 7.5% of 2016 (AGI).
 2. If you filed the IRS 1040 Schedule A including these expenses, a tax return transcript from the IRS is sufficient documentation. If you did not file a Schedule A, you must attach official receipts for all costs included in the total listed in your letter of circumstances.
- E. Change in Martial Status for 2017 or 2018**
1. In your letter of circumstances, please indicate who the student's custodial parent is, date of legal separation or divorce, date custodial parent re-married (if applicable), and any other relevant details.
 2. Provide proof of separate addresses for custodial and non-custodial parents, W2's for custodial and non-custodial parents, divorce or separation decree (if available), and alimony/child support agreement.

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ESTIMATED 2018 INCOME: REQUIRED for Appeal Scenario B

Please report income for each of the categories below. Attach any documentation which supports these figures (such as most recent paystubs, letter from employer indicating severance package terms, etc.). Actual income may be verified in January 2019. If we made changes 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 in a certain category is expected.

Breakdown of estimated 2018 AGI	A. Actual Income Received Jan. 1 2018 – Today's Date	B. Estimated Income to be Received from Today's Date – Dec. 31 2018	C. Total Estimated 2018 Income (A + B)
Parent 1 wages	\$	\$	\$
Parent 2 wages	\$	\$	\$
Student wages	\$	\$	\$
Student spouse's wages	\$	\$	\$
Interest & dividend income	\$	\$	\$
Unemployment compensation	\$	\$	\$
Severance pay	\$	\$	\$
IRA, pension, annuity distribution	\$	\$	\$
All other taxable income Source: _____	\$	\$	\$
TOTAL:	\$	\$	\$

SOURCES OF UNTAXED INCOME: REQUIRED for Appeal Scenario C

Source	Estimated Current 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. Source: _____	\$
TOTAL:	\$

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FINAL INSTRUCTIONS BEFORE APPEAL SUBMISSION:

Incomplete appeals will not be reviewed. Please review all instructions carefully to confirm you've met the requirements of the appeal. A Financial Aid Officer will notify you within 2 weeks of the submission of your appeal if additional materials are required to complete the appeal. It may take 2 to 3 weeks to review the appeal and receive a determination from the Appeals Committee.

- Please retain original copies of your documentation and appeal for your records.
- Confirm the 2018-2019 FAFSA includes imported 2016 Tax Return information for the individuals associated with the appeal.
- Submit your appeal to Student Financial Services via email, mail, or in person (see contact information below).
- Be sure to include the student's Simmons ID number on all materials being submitted.
- The Appeals Committee will conduct a final review of the findings before notifying the student or making adjustments to aid.

CONTACT INFORMATION:

Please provide the following contact information so that your Financial Aid Officer can reach out to you for additional information and/or notify you of the appeal decision. Both are required.

Student's - Email: _____ Phone Number: _____

Parent's - Email: _____ Phone Number: _____