

2020-2021 SPECIAL CIRCUMSTANCE APPEAL FOR DEPENDENT STUDENT

Student Name: _____ **Student ID#** _____

Email: _____ **Home/Cell Phone** _____

This appeal is a request for a review of special circumstances that you feel may change your financial aid eligibility. Professional Judgment refers to the school's authority to make adjustments to the data elements reported on the Free Application for Federal Student Aid (FAFSA) so that the Department of Education can recalculate the Expected Family Contribution (EFC). The EFC is the number that the school uses to determine a student's eligibility for need-based financial aid. The school does not have the authority to make direct adjustments to the EFC and can only change data elements that may change the EFC. The Catawba College Financial Aid Office requires that you provide certain documents to support your claim of special circumstances. The Professional Judgment process is an extensive process that requires a thorough review by the Financial Aid Office staff to determine what, if any, changes may be appropriate based on your Appeal. It is a time-intensive process that includes the following steps:

- 1) The Financial Aid staff will determine if your appeal meets the basic criteria for further review.
- 2) If the basic eligibility requirements are met, the file will then be reviewed to determine if all required documentation has been submitted. If additional documentation is required the student will be notified **via email**.
- 3) Once we have received all of the necessary documentation, we will first verify the accuracy of the information initially submitted on the FAFSA.
- 4) Once we have ensured the accuracy of the initial FAFSA information, we will then evaluate the appeal, make appropriate changes to the correct FAFSA file, and submit those changes to Department of Education.
- 5) The Department of Education will then recalculate the Expected Family Contribution (EFC) and the student's eligibility for need-based aid.

PLEASE NOTE:

*If we verify the current FAFSA, and there is information that was estimated or reported incorrectly **the corrections may result in an EFC that is actually higher than what your current records indicate.** Therefore, the student may have received aid they never would have qualified for had the FAFSA information and the EFC been correct prior to the appeal. The student will lose any financial aid they weren't actually eligible for unless they demonstrate eligibility after a professional judgment is approved and then applied.*

ALSO KEEP IN MIND:

Even if the Professional Judgment process results in a lower EFC, the change may NOT be enough to generate eligibility for need based financial aid and an increase in the financial aid award.

IMPORTANT POINTS AND DATES

- Appeals based on COVID-19 will not be reviewed until July 2020. These appeals must contain a well-documented loss of employment for 3 months or more to be considered along with documentation of unemployment benefits and stimulus benefits received.
- We recommend you complete your current award requirements & accept any current financial aid that you need to use to satisfy your bill. Due to the nature of the Professional Judgment process your request may not be completed before the payment deadline. You must satisfy your semester bill even if your Professional Judgment application has not been reviewed or finalized or a Hold may be placed on your registration.

STEP 1- Letter of Explanation

Provide a detailed letter of explanation regarding your current situation that you are asking us to consider. Please remember to include applicable dates and any documentation supporting your circumstance.

STEP 2- Required Documents

Complete the section below that corresponds to your circumstance. **NOTE. Appeals will not be reviewed until all required documents are provided by the student for each situation.**

| SITUATION (Check the box for your situation) | REQUIRED DOCUMENTATION |
|---|---|
| <input type="checkbox"/> Your parent(s) had a total loss of full-time employment for at least 3 months in 2020. NOTE: Loss of income for the 2019 calendar year will NOT be considered for special circumstances appeal as this process will be based on current year data only. Name of person unemployed: _____ Their relationship to Student: _____ Number of weeks Parent unemployed in 2020 to date: _____ | ___ Copy of 2018 IRS Tax Return Transcript and W-2's* ___ Employer's written notice of termination of employment ___ Copy of 2019 Tax Return Transcript ___ Copies of 2019 W-2's for all employment ___ Copies of 2020 pay stubs for all employment ___ Document unemployment benefits & amount received ___ Document all other sources of income (taxed & untaxed) ___ Attending doctor's statement of disability ___ Document date disability/disaster caused unemployment ___ Documentation of employer disability payments ___ Documentation of Worker's Compensation ___ Document Official Declaration of Natural Disaster status ___ IRS Letter of Non-Filing for parent if they did not file taxes* |
| <input type="checkbox"/> Your parent(s) had a total loss of untaxed income or benefit. Benefit Lost: ___ Unemployment ___ Social Security ___ Child Support <input type="checkbox"/> Other: _____ Last date benefit received _____ | ___ Copy of 2018 IRS Tax Return Transcript and W-2's* ___ Benefit provider's notification of loss of benefit ___ Copy of 2019 Tax Return Transcript ___ Copies of 2019 W-2's for all employment ___ Document amount of benefits received in 2019 and 2020 ___ Copies of most recent pay stubs for all 2020 employment ___ Document all other sources income (taxed & untaxed) <u>in addition</u> (as it applies) ___ Document unemployment benefits & amount received in 2019 and 2020 ___ Court documents verifying date of loss of child support ___ IRS Letter of Non-Filing for parent if they did not file taxes* |
| <input type="checkbox"/> Your parent(s) had an unusual one-time income reported on their 2018 IRS Tax Return. *Note: Income used towards discretionary expenses <i>may not</i> be taken into consideration as a reason to adjust aid eligibility. | ___ Copy of 2018 IRS Tax Return Transcript and W-2's* ___ Copy of original 2018 1040 IRS Tax Return including all schedules/forms and any 1099's. ___ Copy of 2019 Tax Return Transcript ___ Copies of 2019 W-2's for all employment ___ Documentation of source of income ___ Signed and dated statement indicating how the one time income was used along with supporting documentation. ___ IRS Letter of Non-Filing for parent if they did not file taxes* |
| <input type="checkbox"/> You have already filed your FAFSA and since that time: <input type="checkbox"/> Your parents separated/divorced. <input type="checkbox"/> Your parent has passed away. Date of occurrence _____ | ___ Copy of 2018 IRS Tax Return Transcript and W-2's* ___ Copy of 2019 Tax Return Transcript ___ Copies of 2019 W-2's for all employment ___ Copy of court documented separation/divorce decree And/or Documentation of separate residences. ___ Copy of parent's death certificate or obituary ___ IRS Letter of Non-Filing for parent if they did not file taxes* |
| <input type="checkbox"/> Other: *Note: The Financial Aid staff will review your circumstance to determine if it is a viable situation for a professional judgment. | ___ Copy of 2018 IRS Tax Return Transcript and W-2's* ___ Copy of 2019 Tax Return Transcript ___ Copies of 2019 W-2's for all employment ___ All applicable documentation to support your circumstance. ___ IRS Letter of Non-Filing for parent if they did not file taxes* |

**** How to Obtain an IRS Tax Return Transcript From the IRS *or* Letter of Non-Filing****

Be sure to request a **Tax Return Transcript**.

We **cannot** accept a Tax Account Transcript or copies of your 1040, 1040A or 1040EZ.

- Online request at <https://www.irs.gov/individuals/get-transcript>
- Automated Telephone Request: 1-800-908-9946.
- Paper Request: IRS Form 4506T – Must be used if you have moved since filing your taxes. Can be downloaded at www.irs.gov, or obtained from the Financial Aid Office.
- Visit your local IRS Office.

STEP 3- 2020 Estimated Income Information

| Complete this section to the <u>best of your ability</u>. | Parent 1 | Parent 2 |
|--|-----------------|-----------------|
| Estimated 2020 income earned from work | | |
| Estimated 2020 US income tax paid | | |
| Estimated 2020 unemployment benefits | | |
| Estimated 2020 other taxable income and benefits | | |
| Estimated 2020 untaxed income and benefits | | |

STEP 4- Complete Verification Worksheet & Requirements

Complete the attached Dependent Verification Worksheet and attach all verification requirements listed on the form. This includes your and your parent(s) 2018 IRS Tax Transcript and 2018 W-2's. Return it with this appeal and your documentation to the Catawba College Financial Aid Office.

Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

WARNING: If you purposely give false or misleading information in an attempt to obtain federal financial aid, you may be fined up to \$20,000 and/or incarcerated.

All forms & documentation should be submitted to the Financial Aid Office at Catawba College, 2300 West Innes Street Salisbury, NC 28144 or Faxed to (704) 637-4252. Or to securely upload documents, log into your CatLink Account and use the **Financial Aid Document Upload** under the Financial Aid Section on the Money Tab. Due to Federal Regulations, no personally identifiable (Tax Return Transcripts and W2 information) can be scanned to email.

2020- 2021 DEPENDENT VERIFICATION WORKSHEET

Student Name: _____ **Student ID#** _____

Email: _____ **Home/Cell Phone** _____

Your 2020-2021 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This process is mandated by the US Department of Education, requiring schools to verify the data provided on the FAFSA to ensure its accuracy. We must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required document(s). If there are differences, your FAFSA information may need to be corrected. You must complete and sign this worksheet and submit it to the Financial Aid Office.

NOTE: *Additional documentation may be requested for clarification.*

A. Student's Household Information

List below the people in your parent(s)' household. Be sure to **INCLUDE**:

- You, the student
- Your parent(s) (including a step-parent) that should be reported on the FAFSA.
- Your parent(s)' other children if your parent(s) will provide more than half of their support from July 1, 2020, through June 30, 2021, or if the other children would be required to provide parental information if they were completing a FAFSA for 2020-2021. Include children who meet either of these standards even if the children do not live with the parent(s).
- Other people if they now live with your parent(s) and your parent(s)' provide more than half of their support and will continue to provide more than half of their support through June 30, 2021.

Include the name of the college for any household member who will be enrolled at least half time, in a degree, diploma, or a certificate program at a postsecondary educational institution any time between July 1, 2020, and June 30, 2021. *If more space is needed, attach a separate page with your name and Student ID# at the top.*

| FULL NAME | AGE | RELATIONSHIP | COLLEGE | ENROLLED AT LEAST HALF TIME? |
|-----------------------------|-----------|----------------|---------------------------|---------------------------------|
| <i>Marty Jones(example)</i> | <i>18</i> | <i>Brother</i> | <i>Central University</i> | <i>Yes</i> |
| | | <i>Self</i> | | |
| | | | | |
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| | | | | |
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| | | | | |
| | | | | |

B. Income Tax Information

Check ONE box that applies to you, and ONE box that applies to your parent(s).

| STUDENT | PARENT(S) |
|--|--|
| <input type="checkbox"/> I filed a 2018 Federal Tax Return. Did you use the IRS Data Retrieval Tool to transfer your tax data directly from the IRS to the FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No: Update your FAFSA and use the IRS Data Retrieval Tool *OR submit a copy of your IRS Tax Return Transcript** <i>(See information below)</i> | <input type="checkbox"/> I filed a 2018 Federal Tax Return. Did you use the IRS Data Retrieval Tool to transfer your tax data directly from the IRS to the FAFSA? <input type="checkbox"/> Yes <input type="checkbox"/> No: Update your FAFSA and use the IRS Data Retrieval Tool *OR submit a copy of your IRS Tax Return Transcript** <i>(See information below)</i> |
| <input type="checkbox"/> I did NOT file a 2018 Federal Tax Return BUT did earn income in 2018 ; however I was not required to file taxes. List the employer and amount earned for 2018: Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ | <input type="checkbox"/> I did NOT file a 2018 Federal Tax Return BUT did earn income in 2018 ; however I was not required to file taxes. List the employer and amount earned for 2018: Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ Employer: _____ Earned: \$ _____ **IRS Letter of Non-Filing is required for parent if they did NOT file 2018 taxes** <i>(See information below)</i> |
| <input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2018. | <input type="checkbox"/> I was NOT employed and had NO INCOME earned from work in 2018. **IRS Letter of Non-Filing is required for parent if they did NOT file 2018 taxes** <i>(See information below)</i> |
| <p>* IRS Data Retrieval Tool</p> <ul style="list-style-type: none"> • Make a correction to your FAFSA online and access the tool within the financial information section. • Don't forget to sign and submit the FAFSA correction. • Allows on-line FAFSA filers to pull their tax data directly from the IRS to auto-fill the tax portion of the FAFSA. • Quickest way to get accurate tax information to the Financial Aid Office. | |
| <p>** How to Obtain an IRS Tax Return Transcript From the IRS *or* Letter of Non-Filing**</p> <p>Be sure to request a Tax Return Transcript. We cannot accept a Tax Account Transcript or copies of your 1040, 1040A or 1040EZ.</p> <ul style="list-style-type: none"> • Online request at https://www.irs.gov/individuals/get-transcript • Automated Telephone Request: 1-800-908-9946. • Paper Request: IRS Form 4506T – Must be used if you have moved since filing your taxes. Can be downloaded at www.irs.gov, or obtained from the Financial Aid Office. • Visit your local IRS Office. | |

C. Submit Copies of W-2's:

Copies of all your and your spouse's **W-2's** for income earned from work for 2018 are required to be submitted to the Financial Aid Office. Please attach copies to this form.

- If you have lost any W-2's, you may order a **Wage and Income Transcript** from the IRS to satisfy the requirement. You can obtain this Transcript from the same website that you request a Tax Return Transcript.

Signatures

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____

WARNING: If you purposely give false or misleading information in an attempt to obtain federal financial aid, you may be fined up to \$20,000 and/or incarcerated.

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