

UNUSUAL CIRCUMSTANCE APPEAL

2008-09

Financial Aid Office ▪ Indiana University South Bend ▪ PO Box 7111 ▪ South Bend IN 46634-7111

Deadline for acceptance of this form: February 15, 2009

- If you file this form based on the fact that you have ceased employment solely to return to or continue in school, this appeal may not be approved.
- If you file this appeal based on the same reason you filed a UCF in the previous academic year, this appeal will not be approved.
- Completing this form may allow us to increase your budget (estimated cost of attendance). Only reasonable and customary expenses will be considered. Also, a budget increase does not guarantee your financial aid will be adjusted, since you may have already borrowed your maximum loan for the year and may have also received the maximum Federal Pell Grant you are entitled to receive.
- **NOTE: Any Unusual Circumstance Appeal for an Indiana resident undergraduate who may be eligible for State Student Assistance Commission of Indiana (SSACI) awards will not be processed until SSACI eligibility is finalized. The information on this form may generate an adjustment to your FAFSA data and SSACI rarely accepts such changes.**

Instructions:

In some cases, federal regulations allow the re-evaluation of your financial aid eligibility if you have special circumstances due to a change in your household income. The reasons for this change in income are listed on this form on Page 3

- Before filing this appeal, you must file the Free Application for Federal Student Aid (FAFSA) for the appropriate academic year. Your IUSB Application for Financial Aid must also be on file in our office.
- To begin this process, please complete this form and submit it to our office.
- To document your Special Circumstance as indicated on page 2, submit proper third-party documentation (i.e. letter from employer on employer letterhead, last pay stub, death certificate, etc.). Appeals received without **all** proper documentation will be returned.
- Submit a letter of explanation detailing your special circumstance, including the names of each party involved.
- **An appeal which contains illegible or incomplete information will be returned.**

PRINT ALL INFORMATION

Student Name: _____ **University ID Number** _____

Street Address: _____

City: _____ **State** _____ **Zip** _____

Continued on Page 2

Section III – Income and Benefits: Report your total projected income from all sources for January 1 through December 31, 2008. **If income listed does not apply, answer with 0 or “none.”**

Independent		Anticipated Income & Benefits for 2008	Dependent	
Self	Spouse		Father	Mother
		Earnings from work for 2008		
		Unemployment benefits		
		Interest/dividend income		
		Social Security Benefits (for all family members)		
		Tax-deferred payments to IRS, KEOGH, etc.		
		Temporary Assistance for Needy Families (TANF)		
		Child Support received for all children		
		Alimony		
		Severance pay		
		Pensions and/or annuities		
		Business/farm income		
		Rental income		
		Housing allowance		
		Other – List source here:		
		Other – List source here:		

Section IV-Household Assets

Independent		Current Household Assets	Dependent	
Self	Spouse		Father	Mother
		Cash, savings, checking accounts		
		Real Estate (do not include primary home.)		
		Other – List source here:		

Section V Certification: I certify that the information provided on this form is complete and correct to the best of my ability. I understand that in order for the Financial Aid Office to recalculate my aid eligibility for the 2008-09 academic year, my request must be received no later than **February 15, 2009**. I also understand that my request will be returned to me if I do not submit any third-party documentation or if my documentation is not complete. Additional information may be requested and must be received before the appeal is reviewed.

Student Signature

Date

Parent / Spouse Signature

Date

There is space for additional information on Page 4, if needed.

