

INSTRUCTIONS

It is the policy of the Longwood University Office of Financial Aid to consider income adjustment requests related to unexpected events affecting your financial situation that were beyond your control. Please complete page 1 of this form and submit with the required documentation as appropriate for your special circumstance listed below. Should you have questions surrounding your circumstance appeal, please contact our office directly.

Income Loss

- Written statement of circumstance to include dates of separation and request of appeal
- Documentation of any severance, vacation, personal and/or sick leave pay out
- Separation letter from employer and unemployment office documentation (if applicable)
- Copy of most recent pay stub(s) from all employers

Marital Status

- A written statement explaining your current financial situation, including the time frame or date when the divorce or separation occurred, the current address of each parent and their current marital status/date (if remarried).
- Proof of separate residences – provide copies of a utility bill or lease agreement for each parent/step-parent showing separate addresses.
- Copy of Separation Agreement or Divorce Decree

A one-time income was received (non-recurring)

- A written statement explaining your current financial situation, including the time frame or date when the non-recurring income was received, how it was spent, and how much is left.
- Copy of documentation identifying the source and amount of the one-time income
- Documentation supporting how the funds were spent (i.e. receipts, statements, paid bills, etc.)

Death of a Parent has occurred:

- A written statement explaining your current financial situation, including the time frame of financial hardship and date when the parent passed, and how the income reported on the FAFSA no longer represents the family's current financial situation.
- Copy of the death certificate
- Documentation of any benefits, pensions, or life insurance payments made to the family.

Other: Unusual or high medical and/or dental expenses incurred during or after 2022:

- A written statement explaining your current financial situation, including the time frame or date when these events occurred, and how the income reported on the FAFSA fails to represent your current financial situation.
- Documentation of any **paid** medical or dental expenses not covered by insurance or deducted on your income tax return.

Other Circumstance or adjustments that impact the student or parents costs or ability to pay for college

- A written statement explaining your current financial situation, including the time frame or date when the change in income or circumstance occurred, and how the income reported on the FAFSA no longer represents your current financial situation and has created a hardship.
- Documentation to support circumstance, copies of any applicable invoices/bills and copies of most recent pay stub(s) from all employers.

For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa