2016-2017 FAFSA Income Appeal Form

Student’s Name: ___________________________  Student ID #: __________________

The purpose of this appeal is to report reductions in family income not reflected on the Free Application for Federal Student Aid (FAFSA) form. You must be admitted to Regis University and a FAFSA must be on file in our office prior to submission of this appeal form.

The following documents are required for ALL Income Appeals:

- **2016-2017 FAFSA Income Appeal Form (2 pages)**
- **Appeal Letter** – Provide a detailed letter explaining the situation with all relevant information and dates.
- **Supporting Documentation** - See below for required documentation.

Please indicate the reason for your appeal below (check all that apply):

****ALL SUPPORTING DOCUMENTATION LISTED MUST BE ATTACHED FOR THE REQUEST TO BE REVIEWED****

- **Unemployment of student/spouse or parent for at least 3 months**
  - Documentation from employer verifying last date of employment
  - Documentation of unemployment benefits received in 2016
  - 2015 W-2 forms (if student or parent is married, spouse’s 2015 W-2’s are also required)
  - Final paystub reflecting year-to-date earnings
  - Documentation of all other income that the student or spouse/parent has received or anticipates receiving (from January 1, 2016 to December 31, 2016), both earned and untaxed, including severance, etc.

- **Medical/Dental expenses already paid that were not covered by insurance**
  - Medical bills with payment receipts or statements from medical facility or insurance company documenting expenses that have already been paid. Expenses for one calendar may be included, either 2015 or 2016. Medical expenses that have not yet been paid cannot be included in the appeal.
□ Reduction in hours or wages for student/spouse or parent
  o **Two (2)** most recent paystubs showing year-to-date earnings
  o 2015 W-2 forms (if student or parent is married, spouse’s 2015 W-2’s are also required)
  o Documentation of all other income that the student or spouse/parent has received or anticipates receiving (from January 1, 2016 to December 31, 2016), both earned and untaxed, including severance, final paystubs reflecting year-to-date earnings from previous employer(s) in 2016, documentation of unemployment benefits, etc.

□ Divorce or separation not reported on the FAFSA
  o Divorce decree or documentation of legal separation
  o 2015 W-2 forms for both parties

□ Tuition expenses at an elementary or secondary school
  o Tuition Statement with student’s name and charges for the 2016-17 academic year

□ Termination of Child Support or Spousal Support
  o Court documents confirming the last date support will be received

□ One-time adjustment to income (taxed or untaxed)
  o Documentation confirming amount and source

□ Other
  o Details of extenuating circumstance with supporting documentation

*Please note: We may request additional documentation from you in order to review your appeal.

I/We understand that, as part of the verification and appeal process, my financial aid may be adjusted, in some cases resulting in a reduced amount, based on the documents I submit. I/we certify that the information submitted with this appeal is true, accurate, and complete to the best of my/our knowledge. If asked, I/we agree to provide proof of the information provided on this form.

__________________________   ____________________________
Student’s Signature    Date Parent’s Signature            Date

This appeal and supporting documentation will be reviewed within 4 to 6 weeks, and we will notify you by email as to the outcome.