

## 2019-2020 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.

### **SECTION 1**

These documents are required for ALL Income Appeals

- 2019-2020 FAFSA Income Appeal Form (2 pages)**
- Appeal Letter** – Provide a detailed letter explaining your extenuating circumstances with all relevant information and dates.
- 2017 Federal Tax Return** – A copy of your Federal return (1040, 1040A, or 1040EZ) or an IRS Tax Return Transcript for 2017.
- Supporting Documentation** - See below for required documentation for each appeal reason.

### **SECTION 2**

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

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

- A. Tuition expenses at an elementary or secondary school (no college tuition can be included)**
  1. Tuition Statement with student's name and charges for the 2019-20 academic year.
- B. Divorce or separation not reported on the FAFSA**
  1. Divorce decree or documentation of legal separation
  2. 2017 W-2 forms for both parties if a joint return was filed in 2017
- C. Termination or reduction of Child Support or Spousal Support**
  1. Court documents confirming the last date support will be received or verifying the new amount
- D. One-time adjustment to income (taxed or untaxed)**
  1. Documentation confirming amount and source
  2. A copy of your 2018 Tax Return once it has been filed

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- E. Unemployment of student/spouse or parent for *at least 3 months* in 2019.**
  1. A completed Income Appeal Supplemental Form, available at [www.regis.edu/faforms](http://www.regis.edu/faforms) under the "2019-20 Forms" tab
  2. Documentation from employer verifying last date of employment
  3. Final paystub reflecting year-to-date earnings
  4. 2017 W-2 forms (if student or parent is married, spouse's W-2's are also required)
  
- F. Reduction in hours or wages in 2019 for student/spouse or parent**
  1. **Two (2)** most recent paystubs showing year-to-date earnings
  2. A completed Income Appeal Supplemental Form, available at [www.regis.edu/faforms](http://www.regis.edu/faforms) under the "2019-20 Forms" tab
  3. 2017 W-2 forms (if student or parent is married, spouse's W-2's are also required)
  
- G. Medical/Dental expenses already paid out-of-pocket that were not covered by insurance (amount must exceed 11% of adjusted gross income reported on FAFSA and cannot include bills not yet paid). You may only include expenses for one calendar year (2017 or 2018).**
  1. For 2017 expenses: A copy of your 2017 Schedule A from your Federal tax return showing medical expenses paid  
**-or-**
  2. For 2018 expenses: A copy of your full 2018 tax return, including the Schedule A showing medical expenses paid.
  
- H. Other** – Please explain the details in your appeal letter and provide 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 eligibility may increase, decrease, or remain the same 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.**