2015-2016 Special Circumstances Appeal

The 2015-2016 Free Application for Federal Student Aid collects the student' and spouse’s (if married) income information for January 1, 2014 to December 31, 2014. If you and/or your spouse (if married) have experienced a change in your family's income for the period of January 1, 2015 to December 31, 2015 and expect to have a reduction of 30% or more at the end of December 31, 2015, complete this form and submit the supporting documentation for review.

DIRECTIONS: Complete and submit all appeal documentation to the Professional Judgment Committee, at the address given above. We will make every effort to reply to your appeal within 20 business days. Replies may take longer during peak processing times. The appeal deadline is the 12th class day.

NOTE: Submission of this appeal does not guarantee approval. Incomplete appeals will be returned. Appeals that do not contain supporting documentation are considered incomplete.

A. Applicant’s Name and Address

<table>
<thead>
<tr>
<th>Student name (print last, first, middle initial)</th>
<th>Student ID or Social security number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (street/P.O. Box, city, state, zip code)</td>
<td>Telephone number (add area code)</td>
</tr>
</tbody>
</table>

B. Reason for Appeal

Indicate which of the following statements describes the reason for your appeal:

___ Significant reduction in student/spouse(if married) income from 2014 to 2015 due to:

☐ divorce or death ☐ loss of employment ☐ one-time income
☐ loss of taxed or untaxed income or benefits

___ Unusual or unexpected expenses not covered by another agency for (select one):

☐ paid medical care expenses ☐ tuition expenses for elementary or secondary education ☐ computer expenses

C. Income Information: Appeals submitted without the proper supporting documentation will not be acted upon. If you have requested an appeal based on a reduction of income from 2014 to 2015, you must attach the appropriate documentation and return it along with this form to the Office of Student Financial Assistance:

1. ALL APPLICANTS MUST SUBMIT THE FOLLOWING INFORMATION.

☐ Copy of 2014 IRS Tax Return Transcript(s) – all applicants
  - Independent students must submit a copy of the student and spouse’s, if married, 2014 IRS Tax Return transcript.
  - Dependent students must submit a copy of the parent's and student’s 2014 IRS Tax Return transcript.

☐ Confirmation of earnings for 2014 – all applicants
  - Copy of last pay check stub(s), earnings or untaxed income statement for 2015

☐ Letter of explanation – all applicants

2. CHECK AND SUBMIT ITEMS BELOW THAT MAY APPLY TO YOUR APPEAL.

☐ Copy of an AFDC/ADC or SNAP (formerly TANF) statement
☐ Verification of social security benefits
☐ Copy of unemployment benefits letter with begin/end dates and benefits amount.
☐ Verification of severance package
☐ Copy of medical and/or dental expenses not covered by insurance, employers, or federal/state agencies
☐ Other ________________________________

3. LEGAL SEPARATION – submit the following items

☐ Legal proof of separation and notarized statement from both parties.
☐ Two notarized letters from individuals or one statement from legal representation/ professional counselor on official letterhead.
☐ IRS Tax Return Transcript from custodial parent whose information was used to complete the Free Application for Federal Student Aid.

Please send your documents to:
Texas Southern University
Office of Student Financial Assistance
3100 Cleburne Street • Houston, TX 77004
Complete the information indicated below for the time period January 1, 2015 to December 31, 2015 you may need to estimate to complete this information, but figures should be as close to fact as possible. Type of Income

D. ESTIMATED EARNINGS

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Student</th>
<th>Type of Income</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages Earned student</td>
<td>$</td>
<td>SNAP</td>
<td>$</td>
</tr>
<tr>
<td>Wages Earned spouse</td>
<td>$</td>
<td>Food Stamps</td>
<td>$</td>
</tr>
<tr>
<td>SSI</td>
<td>$</td>
<td>Child support</td>
<td>$</td>
</tr>
<tr>
<td>Social Security</td>
<td>$</td>
<td>Workmen’s Compensation</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment Benefits</td>
<td>$</td>
<td>Housing Subsidy</td>
<td>$</td>
</tr>
<tr>
<td>Severance Pay</td>
<td>$</td>
<td>Savings</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>Other (explain in letter)</td>
<td>$</td>
</tr>
</tbody>
</table>

E. Student and Spouse (if married) Certification

To the best of our knowledge, the information in this appeal is true. We understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellations and repayment of financial aid. We understand that students’ and students’ spouse (if married) federal tax returns will be used to verify the current financial aid application information, and that the student will be selected for institutional verification at Texas Southern University, in the next aid year.

WARNING: If you use this form to establish eligibility for federal student aid and purposely give false or misleading information, you may be fined $10,000, sent to prison or both. Student signature (all students)

_____________________________________________________________________
Student

_____________________________________________________________________
Date

Spouse

Date

FOR OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE

<table>
<thead>
<tr>
<th>Appeal Approved □</th>
<th>Appeal Denied □</th>
<th>Original EFC</th>
<th>Recalc EFC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 AGI</td>
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<tr>
<td>2014 TX PAID</td>
<td>2015 TX PAID</td>
<td>CE</td>
<td></td>
</tr>
<tr>
<td>2014 UNTAXED</td>
<td>2015 UNTAXED</td>
<td>M/D</td>
<td></td>
</tr>
</tbody>
</table>

COMMENTS

_____________________________________________________________________

Signature: ____________________________________ Date: ____________________