



OFFICE of STUDENT FINANCIAL AID
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2017-2018 Special Circumstance Appeal Form

Print Student's Name

Student ID Number

This form is used to request a reevaluation of the information on the Free Application for Federal Student Aid (FAFSA) due to special circumstances. Your application will not be processed until the College of New Rochelle (CNR) receives the FAFSA results and all required supporting documents along with this form. Failure to furnish all the required documentation will delay the review process and/or result in denial of your request. **If EFC = 0, no Special Circumstance application will be accepted.**

Important Instructions:

- Indicate your special circumstance from the list below.
- Complete and return this form with all required documentation to the Office of Student Financial Aid.
- **Please check your CNR email address for results or requests for additional information/documentation.**

The turnaround can take up to 3 weeks (4 weeks during peak times). All Special Circumstance applications are reviewed and processed in the date and order in which they were received by our office. You will be notified by email, when your application has been processed.

Possible Special Circumstance(s) to be considered: (Check all that apply)

- A. Income Reduction
- B. Separation/Divorce
- C. Death of a family member
- D. Unusual Expenses
- E. Parental Refusal to Complete FAFSA

Refer to the corresponding section for definitions and additional required documentation.

Certification:

I certify that the information provided on this form is true and complete to the best of my knowledge, and I have provided all supporting documentation where applicable.

Student's Signature

Date

Parent's Signature

Date

Begin Here

The following is required documentation:

- Formal letter from student and parent (if dependent student) detailing your circumstances
- Copy of student's and spouse's (if applicable) 2016 and 2017 tax return transcripts or Verification of Non-Filing Letter from the IRS
- Copy of your parents' 2016 and 2017 tax return transcript from IRS (*Dependent Students Only*) or Verification of Non-Filing Letter from the IRS
- 2016 and 2017 W-2s for student (and/or spouse or both parents if dependent)
- 2018-2019 V1 Verification Worksheet

Additional required documents listed under the special circumstance section you indicated below:

A. Income Reduction

- When considering income reduction, all family income must be reviewed. Household members include:
 - Dependent Students: Student, Parent 1/Step Parent, Parent 2/Step Parent
 - Independent Students: Student, Spouse (if married)

Date income reduction occurred ___/___/___

- Termination/Separation letter from previous employer
- Work Force Commission benefits statement
- Copy of last pay stub documenting year-to-date earnings for all employment during 2018, for all household members.
 - Student
 - Spouse
 - Parent 1/ Step Parent
 - Parent 2/ Step Parent

B. Separation/Divorce

After submitting your FAFSA, you (or your parent) divorced or separated from a spouse as of: ___/___/___

If Divorced:

- Copy of divorce decree or pending divorce decree

If Separated:

- Two forms of documentation showing proof of different households for Parent 1 and Parent 2 or Student and Spouse (i.e. utility bills, lease agreements, and/or car insurance, etc.)

C. Death of a family member

Date of death: ___/___/___

- Copy of death certificate

D. Documentation of Unusual Expenses

- Credit card or bank statement or receipts documenting unusual expenses paid out-of-pocket during January through December 2017 for: (a) elementary/secondary tuition costs, (b) medical/dental expenses that exceed 11% of your annual income and are not covered by insurance, (c) nursing home expenses not covered by insurance, or (d) unusually high dependent care expenses.
- Schedule A from 2017 IRS Form 1040 preferred to document medical/dental expenses paid out-of-pocket*

E. Parental Refusal to Complete FAFSA

With parental refusal to complete FAFSA, student will only be eligible for the Direct Unsubsidized Loan.

Annual Loan Limits:

Freshmen Level (Student has fewer than 30 credit hours completed) **\$5,500 per year**

Sophomore Level (Student has 30 or more credit hours completed) **\$6,500 per year**

Junior/Senior Level (Student has 60 or more credit hours completed) **\$7,500 per year**