

A light gray, stylized graphic of an oak leaf with a prominent vein structure, positioned on the left side of the slide.

# Special Circumstances

# Am I eligible for a Special Circumstance Appeal?

- If your financial situation has changed significantly from the information you provided on the FAFSA, and the situation falls into one of the categories on the next slide, you may be eligible to have your financial aid package reevaluated (all awards are based on the availability of funds)
- **Students whose Expected Family Contribution (EFC) is already at zero would not be eligible** to file a Special Circumstance Appeal, as they would already have the maximum amount of financial need possible



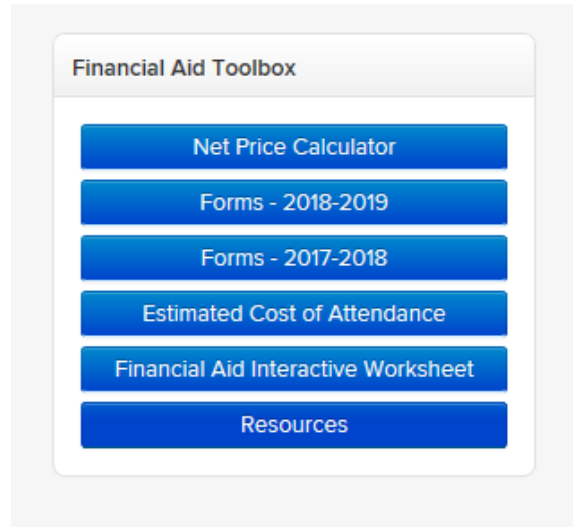
# What circumstances can be considered?

- Changes in family structure (e.g., death, divorce or legal separation)
- Changes in untaxed income (e.g., child support)
- Unusual expenses (e.g., medical and/or dental expenses not covered by insurance, costs associated with a natural disaster)
- IRA/Pension Withdrawal or Rollover
- "Unavoidable" changes in employment status or status change due to extenuating circumstances (e.g. layoffs, reduced hours for health care reasons, etc.)

**\*\*Please note: Only changes to the financial situation of parents listed on the FAFSA may be considered\*\***

# How do I file an appeal?

Submit the "Special Circumstances Appeal – Initial Request Form" located in the Forms Portal of [financialaid.uconn.edu](http://financialaid.uconn.edu) - select the appropriate academic year.



## Form Portal - 2018-2019 Academic Year

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### Available Forms:

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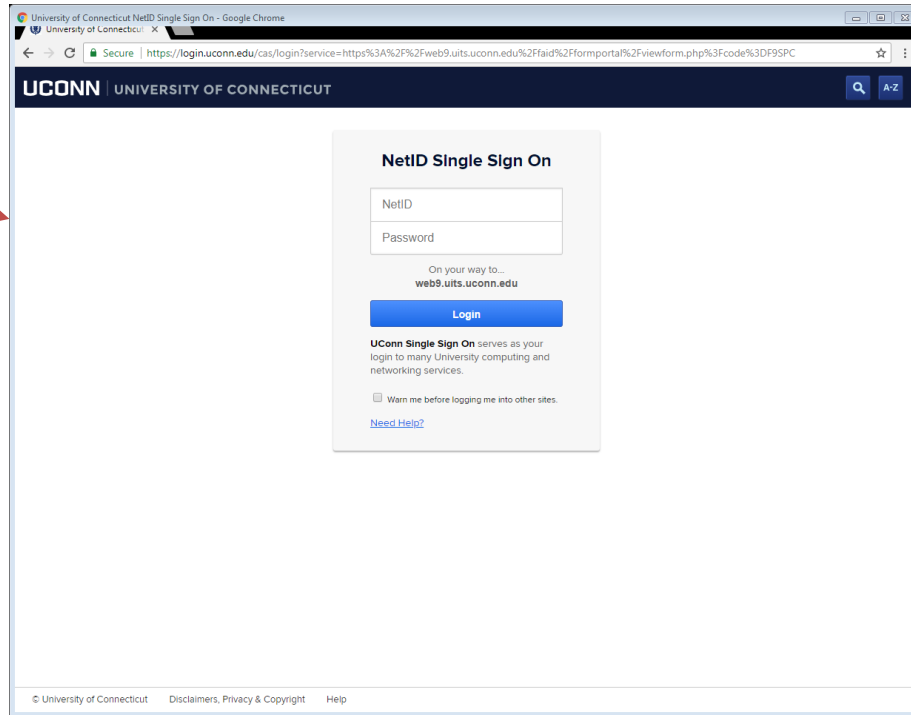
#### Submit These Forms Online:

-  [BGS Program Enrollment Information Form](#)
-  [Graduate Enrollment Information Form](#)
-  [On-Time FAFSA Deadline Appeal](#)
-  [Prior Degree Information](#)
-  [Satisfactory Academic Progress Appeal](#)
-  [Special Circumstance - Initial Request Form](#)

Click to access the  
online form



The **student**  
must sign on  
using their  
NetID  
and password



University of Connecticut NetID Single Sign On - Google Chrome  
University of Connecticut  
Secure | https://login.uconn.edu/cas/login?service=https%3A%2F%2Fweb9.uits.uconn.edu%2Ffaid%2Fformportal%2Fviewform.php%3Fcode%3DF95PC

**UConn** UNIVERSITY OF CONNECTICUT

### NetID Single Sign On

NetID

Password

On your way to...  
[web9.uits.uconn.edu](https://web9.uits.uconn.edu)

**Login**

UConn Single Sign On serves as your login to many University computing and networking services.


Warn me before logging me into other sites.

[Need Help?](#)

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## Section 2:

Select reason  
for appeal



### Special Circumstance - Initial Request Form

#### Step 1: Fill Out the Form

##### Section 1: Student Information

Last Name	<input type="text"/>	First Name	<input type="text"/>	MI	<input type="text"/>
Phone Number	<input type="text"/>	Cell Number	<input type="text"/>		
Peoplesoft ID	<input type="text"/>	<a href="#">PeopleSoft Help</a>			
Email	<input type="text" value="@uconn.edu"/>	<i>A copy of your form will be sent to this address.</i>			

##### Section 2: Reason(s) for Appeal Request

*Please note that your FAFSA application was completed based on the 2016 Tax Year. Keep this in mind when completing this form.*

- Change in Family Structure (e.g. Divorce/Separation, Death)
- IRA Pension, Withdrawal or One-Time Lump Sum Payment
- Change in Income - job loss/change
- Expenses due to unusual Medical/Dental Expenses or Natural Disaster
- Changes in Untaxed Income

# Complete Section 3: Family Financial Information

The  
information  
you will be  
asked to  
provide will  
depend on the  
reason you  
select

Office of Student Financial Aid Services - UCONN - Google Chrome  
Office of Student Finan: X  
Secure | https://web9.uits.uconn.edu/aid/formportal/viewform.php?code=F95PC&showInstructions=0

### Section 2: Reason(s) for Appeal Request

Please note that your FAFSA application was completed based on the 2016 Tax Year. Keep this in mind when completing this form.

- Change in Family Structure for 2018
- IRA Pension, Withdrawal or One-Time Lump Sum Payment for the 2016 Tax Year
- Change in Income - job loss/change in family structure
- Expenses due to unusual Medical/Dental Expenses or Natural Disaster during the 2016 Tax Year
- Changes in Untaxed Income during 2018

### Section 3: Family Financial Information

When completing this section, please include your current financial information so that our office may review your family's special circumstances. **Please Note:** This is your family's estimated income for the current year.

Student's 2018 Estimated Income	
Wages	\$
Severance Pay	\$
Unemployment Benefits	\$
Other Taxable Income	\$
Public Assistance	\$
Child Support Received	\$
Other Untaxed Income	\$
<b>Total</b>	\$ 0

Parent's 2018 Estimated Income	
Please enter parent's name	
Wages	\$
Severance Pay	\$
Unemployment Benefits	\$
Other Taxable Income	\$
Public Assistance	\$
Child Support Received	\$
Other Untaxed Income	\$
<b>Total</b>	\$ 0

### Section 4: Submit a written summary describing your special or unusual circumstances

Attach a written summary to explain the special or unusual circumstance your family is currently facing. Please include pertinent dates and details. (PDF or Microsoft Word)

File Upload: (PDF or Microsoft Word, 10 MB Max)  **You must upload a reason for your appeal**

Attach a written summary describing your special or unusual circumstance

**Section 4: Submit a written summary describing your special or unusual circumstances**

Attach a written summary to explain the special or unusual circumstance your family is currently facing. Please include pertinent dates and details. (PDF or Microsoft Word)

File Upload: (PDF or Microsoft Word, 10 MB Max)

Choose file

You must upload a reason for your appeal

- Then click "Continue to Next Step" where you will have the option to review the information that was provided, make changes, submit form, or start over

What would you like to do now? Choose one of these options:

Start Over

Make Changes

Submit Form

# What happens next?

- A copy of the Initial Request Form will be emailed to the student
- The Special Circumstance - Initial Request Form is reviewed by the Office of Student Financial Aid Services (OSFAS)
- Upon approval of the Initial Request, you will be required to submit supporting documentation to verify your appeal. An email requesting the documentation will be sent to the student's email address



# What documentation will I need to provide?

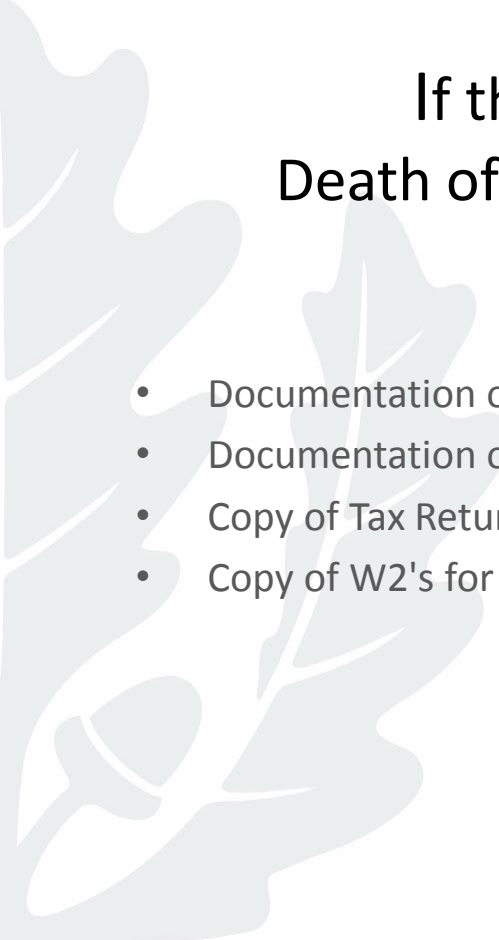
- The Special Circumstances Documentation and Certification form, along with supporting documentation is required
- The information you will be asked to provide will be listed on the form, and the documents requested will depend on the reason for appeal
- Please **only** submit the **requested documents**



# If the change in Family Structure is due to: Divorce or Legal Separation

Document required would be:

- Legal Separation or Divorce Agreement (including all updates)
- Tax Return Transcript for the requested tax year
- Copy of W2's for the requested tax year
- Any Schedules filed, if applicable (e.g. Schedule C)



## If the change in Family Structure is due to: Death of Custodial Parent, or the Spouse of a Student

- Documentation of the amount of expected life insurance and death benefits to be paid
- Documentation of final expenses paid with life insurance proceeds
- Copy of Tax Return Transcript of custodial parent for the requested tax year
- Copy of W2's for the requested tax year

## If the circumstance is due to unusual expenses paid: Medical, Dental, or Expenses Related to Natural Disaster

- Receipts or canceled checks,
- Statement from insurance company showing expenses were not reimbursed
- Tax Return Transcript or IRS Data Retrieval for the requested tax year
- Schedule A



# If the unusual circumstance is due to: Loss or Change in Untaxed Income

## **Child Support**

- Copy of Legal Separation or Divorce terms which includes Child Support agreement
- Copy of Tax Return Transcript or IRS Data Retrieval for the requested tax year

## **Social Security Benefits**

- Documentation from the Social Security Administration stating benefits have been reduced or discontinued
- Copy of Tax Return Transcript or IRS Data Retrieval for the requested tax year

# If the change in employment status is due to: Loss of Job or Reduction in Income

- Copy of letter from employer regarding employment status or official layoff notice, if applicable, for layoff or reduction in hours
- Documentation from the Department of Labor that reasonably demonstrates current unemployment benefits (e.g., paystub, unemployment payment history, letter from department of labor) if applicable
- Copy of Tax Return Transcript for the requested tax year
- Copies of all W2/1099 and/or Schedule forms for the individual who lost job or had reduction in income
- Most recent paystub for individual whose employment has been lost or reduced due to extenuating circumstances

# How will I receive a final decision?

- Special Circumstance Appeal review typically begins in mid-to-late April and are reviewed on an on-going basis throughout the year
- Appeals/documents are reviewed in order of receipt, and will not be reviewed until all requested documents have been received by the OSFAS
- Students will receive an email notification regarding the final decision

# What happens if my appeal is approved?

- A recalculation in financial need does not guarantee that additional aid will be awarded. Once your appeal has been processed, you will be notified of any changes to your financial aid package.

**\*\*Please note that all awards are based on the availability of funds\*\***

# What happens if my appeal is denied?

- Unless you are able to submit any new or additional details regarding your special circumstance, the decision is final



# Still have questions?



Contact our office

Email – [financialaid@uconn.edu](mailto:financialaid@uconn.edu)

or

Call - (860) 486-2819