

If your financial situation has changed significantly from the information you provided on the FAFSA or Institutional Aid Application, and the situation falls into one of the following categories, you may be eligible to have your financial aid offer re-evaluated (all offers are based on funds availability):

Changes in family structure (e.g., death, divorce, or legal separation)

Unusual expenses (e.g., medical and/or dental expenses not covered by insurance, costs associated with a natural disaster)

Unexpected changes in untaxed income (e.g., child support)

IRA/pension withdrawal

Unexpected changes in employment status

## Steps of the Special Circumstance Appeal Process

**1**

If your situation falls into one of the above categories, please call our office at 860-486-2819 and request to speak with one of our Client Services Representatives.

**2**

Notification of initial review results will be emailed to the student directing them to sign into the Student Administration System. If approved to submit appeal, the student will be able to see which documents they need to submit (e.g. pay stubs, divorce decree, unemployment claim history and the Special Circumstance Certification form).

**3**

Student submits the Special Circumstance Certification form along with supporting documentation to the Office of Student Financial Aid Services.

**4**

The Office of Student Financial Aid Services will review and finalize the student's financial aid offer. In addition, communication will be sent via UConn email to the student to advise them of changes that were made to their aid offer, if any.