



2023-24 Special Conditions Appeal Form

Section A: Student Information

Student Name: _____ Student ID: _____

Phone _____ Email _____ Date _____

Sometimes the information you filed on the FAFSA does not reflect your current financial situation or take into account an unusual circumstance with you and/or your family. In certain circumstances, the Lourdes Financial Aid Office may use professional judgment, on a case-by-case basis, to adjust the information you filed on your FAFSA so it better reflects your current situation. *NOTE: Even if an adjustment is made, it may not result in additional aid.*

Your 2023-24 FAFSA must be on file with Lourdes University to process a Special Conditions Appeal

Processing takes at least 2 – 3 weeks. Please follow all instructions completely as missing information will delay the review of your appeal. You will be notified by email of the decision of this appeal. Also, if additional information is being requested, you will be contacted by email.

Please provide the following for all Special Conditions appeals, as well as documentation required based on your reason for appeal.

1. Provide a letter explaining your situation. Your letter should have a clear and detailed explanation of your circumstances.
2. If your FAFSA has been selected for the process of Verification, students requesting a Special Conditions Appeal must complete a process called Verification first. Please contact our office if you have questions about this.

Note: If you are required to submit a 1040, the 1040 must be signed for it to be considered acceptable documentation.

Section B: Certification

Each person signing this form certifies that all the information reported on it is complete and correct. The student and at least one parent, if applicable, must sign and date.

WARNING: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.

Student: _____ Date: _____

Parent: _____ Date: _____

Under the Higher Education Act of 1965, the Financial Aid Office has full discretion under the Professional Judgment clause to either approve or deny requests as they determine appropriate. An aid administrator's decision regarding adjustments is final and cannot be appealed to the Department.

Please return to:

Lourdes University Financial Aid Office
 6832 Convent Blvd.
 Sylvania, OH 43560
 Fax: 419-517-8921
financialservices@lourdes.edu

Section C: Basis for Appeal

Unemployment.

- Please provide documentation of unemployment status. This can be a letter from the previous employer or a statement from the unemployment office.
- Please provide documentation of the amount of unemployment benefits you, your spouse, or your parent will be receiving.
- If you are filing a new appeal due to termination of unemployment benefits, please provide a document from the unemployment office showing the termination date.
- Your signed 2021 1040 tax returns.
- Your 2021 W-2's (and your parents' or spouses', if applicable).

Marital status change.

(Note: If you get married after you file your FAFSA, we will not consider any adjustments based solely upon this reason.)

- Please provide proof of separation or divorce
- Your signed 2021 1040 tax returns.
- Your 2021 W-2's (and your parents' or spouses', if applicable).
- Household information sheet

Private school tuition paid.

(Note: If you paid over 10% of your adjusted gross income in tuition you may request an adjustment, tuition for college student will not be considered.)

- Please submit proof of payment from any private school where you paid tuition last year, a letter or statement showing payments.
- Your signed 2021 1040 tax returns.
- Your 2021 W-2's (and your parents' or spouses', if applicable).

Loss or reduction of income or benefits

- Please provide termination letter or loss of benefit notification.
- Please provide copies of three recent pay stubs showing decreased income, if applicable.
- If you are quitting employment or reducing hours to return to school, please provide a document from your employer stating the effective date, along with three recent pay stubs.
- For loss of child support, please provide a letter or court document stating termination of benefit.
- Your signed 2021 1040 tax returns.
- Your 2021 W-2's (and your parents' or spouses', if applicable).

Lump Sum/One time Payments.

- Please submit a detailed letter and all supporting documentation of the conversion or roll over, including copies of official statements from banks or investment firms.
- If this was not rolled over, please provide documentation and detailed proof, such as receipts, of how the money was used.
- Your signed 2021 1040 tax returns.
- Your 2021 W-2's (and your parents' or spouses', if applicable).

High medical expenses.

(Note: If you paid over 11% of your adjusted gross income in medical and/or dental expenses, you may request an adjustment).

- Please show proof of your payments. Please note this does NOT include what is paid by your insurance, only what you have paid out of pocket is considered.
- A copy of your 2021 Schedule A is also accepted.
- Your signed 2021 1040 tax returns.
- Your 2021 W-2's (and your parents' or spouses', if applicable).

Cost of Attendance Adjustment (COA).

(Note: this is done on a limited case by case basis)

- Please provide supporting documentation such as (but not limited to):
- Receipts
- Proof of mileage from Google Maps
- Bank statements

Other. Please describe _____