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Cragmor Hall
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918



Special Circumstance Appeal Form

The Special Circumstance Appeal Form can be used if families have experienced special circumstances which merit recalculating the student's 2023-2024 financial aid eligibility based on 2022 income.

Before an appeal can be considered, the student's 2023-2024 Free Application for Federal Student Aid (FAFSA) must be on file with the Office of Student Financial Aid and the student must have received their official 2023-2024 Award Letter.

Student Last Name

Student First Name

Student ID

You MUST attach the required documents (see center column below). You may keep this top page for your reference. All documents should be turned in together in order to have your appeal processed in the most timely manner.

Special Circumstance	Required Documents (All documents MUST be signed)	Reasons for Consideration (All documents MUST be signed)
All Appeals MUST Include: (Check one. If there are multiple reasons, turn in a form for each instance)	Signed written statement detailing the specifics of your circumstance	
	Submit a complete signed copy of your/spouse's 2021 and 2022 federal tax returns (including schedules)	
	If dependent, submit a complete signed copy of your parent(s) 2021 and 2022 federal tax returns (including schedules)	
	Submit copies of all W-2 forms for student/spouse and parent(s), where applicable	
Reduction in Income	Projected annual income and benefits form (see 2nd page of this form)	Reduction in Income during 2022 due to: *Must be unemployed for a minimum of 3 months *Termination / Layoff from job *Significant reduction in work hours *Retirement *Returning to school
	Retirement or unemployment benefits statement(s)	
	Last pay stub from all employers showing year-to-date earnings	
	Termination notice from employer, letter of resignation, or DD214	
One-Time Income	Projected annual income and benefits form (see 2nd page of this form)	*IRS or 401K distribution *Unusual capital gains *Losses due to natural disaster
	Proof of unusual circumstances that resulted in debt	
	Account statements from the financial institutions showing the balance	
Medical	Projected annual income and benefits form (see 2nd page of this form)	*Parent or student paid unusual medical expenses out of pocket which were not covered by insurances or already deducted on taxes. Charges not yet paid cannot be considered. If amount was itemized on a tax return (Schedule A) we cannot process a request.
	Explanation of benefits (EOB) statements	
	Proof of medical expenses incurred in the appropriate year which were not covered by insurance	
Death	Projected annual income and benefits form (see 2nd page of this form)	*Parent (if dependent) or spouse (if independent) passes away after the FAFSA has been filed.
	Copy of death certificate	
	Copy of death benefits	
Divorce / Separation	Projected annual income and benefits form (see 2nd page of this form)	*Parent (if dependent) or spouse (if independent) no longer residing in the household due to separation or divorce after the FAFSA has been filed.
	Copy of legal separation agreement or full divorce decree	
Marriage	Projected annual income and benefits form (see 2nd page of this form)	*Student gets married after the 2023-2024 FAFSA has been filed. *Marriage MUST happen prior to December 31, 2023.
	Copies of your/spouse's 2021 Tax Return Transcripts and 2021 W-2	
	Marriage certificate	
	For common law marriage: a benefits enrollment/change form with any necessary supporting documentation for dependent eligibility & enrollment (proof of joint checking account, insurance, or taxes filed jointly). Also a notarized statement confirming your marital status.	
Dependency Override	Two letters from professionals on letter head	*An abusive family environment (forms of domestic violence) *Abandonment by parents *Incarceration or institutionalization of both parents
	One letter from a relative	
	Police reports/court documents (if they exist)	



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Special Circumstance Appeal Form

Student Last Name		Student First Name			Student ID		
Indicate type of appeal which you are submitting	Reduction in Income	One Time Income	Medical	Death	Divorce/ Separation	Marriage	Dependency Override

2022 (actual) ANNUAL Income & Benefits Form – Enter “0” for any fields that do not apply.

Income Source	Student	Student's Spouse	Parent 1	Parent 2
Taxable Income – Please complete all fields. Enter “0” for any fields that do not apply.				
Wages, salaries, tips				
Interest Income				
Alimony Received				
Alimony Paid (enter as a negative number)				
Business Income				
IRA Distributions				
Pensions/Annuities				
Royalties, Partnerships, etc.				
Farm Income				
Unemployment Compensation				
Other Income (provide explanation)				
	<i>Student/Spouse AGI</i>		<i>Parent(s) AGI</i>	
Untaxed Income – Please complete all fields. Enter “0” for any fields that do not apply.				
Child Support Received				
Child Support Paid (enter as a negative number)				
Tax Deferred Payments to Pension & Retirement Funds				
Veteran's Noneducational Benefits				
Money received or paid on your behalf				
Other untaxed income (provide explanation)				
Housing, food & other living allowances (provide explanation)				
	<i>Student/Spouse Untaxed</i>		<i>Parent(s) Untaxed</i>	
Yearly Total	<i>Student/Spouse Yearly Total</i>		<i>Parent(s) Yearly Total</i>	

By signing your name below and submitting this form, you certify that this information is correct. Should any changes occur to this information, you understand that you must notify the Office of Financial Aid, Student Employment, and Scholarships in writing.

Student Signature

Parent Signature
(if dependent on the FAFSA)

Date