**2021-22 APPEAL FOR RECALCULATION OF PARENT CONTRIBUTION**

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<th>Student’s Last Name</th>
<th>First Name</th>
<th>MI</th>
<th>CUH ID Number</th>
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**Parent’s Name**

**Parent’s Daytime Phone #**

**Parent’s Email Address:**

Parents experiencing a change in financial circumstances that impacts their ability to finance their student’s education may be eligible for a re-calculation of their Expected Family Contribution (EFC). To be considered for this re-calculation, students and their families must meet the guidelines below, explain the circumstances in a letter, and provide documentation of the change.

The Higher Education Act allows financial aid administrators to address unusual circumstances utilizing professional judgment. While we welcome the opportunity to review a family’s unique situation, we cannot guarantee that the review will increase eligible aid awarded. Requests, if approved, are granted on a one-time, case-by-case basis. All review decisions are final.

Additional documents may be requested based on information and original documentation received.

The student must have completed the 2021-22 FAFSA at www.studentaid.gov before this form is submitted.

**Circumstances that may not be considered:** Expenses such as car payments/lease, consumer/credit card debt, high mortgage payments, matching offers from other colleges or universities, weddings, vacations, inability to liquidate assets, and/or other discretionary costs may not be considered. Although there may be exceptions, adjustments to financial aid eligibility are not typically made to reflect these circumstances.

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**REASON FOR THIS APPEAL**

Circumstances that may be considered are listed below. Please check any of the circumstances below which apply to you.

**REQUIRED DOCUMENTATION**

ALL APPEALS must include a signed and dated LETTER OF APPEAL from the student’s parents explaining the situation. The letter must explain specifically and in as much detail as possible when, why and how their circumstances have changed.

- The information requested on the next page of this form.
- A complete copy of your MOST RECENT federal tax return, SIGNED by the taxpayer AND Copies of ALL W-2 WAGE STATEMENTS.
- Other appropriate documentation to support the appeal such as:
  - A copy of the termination notice from the employer or copy of information from the employer explaining the reduction in wages or hours available for work.
  - A copy of unemployment benefit documentation.
  - A copy of the private school tuition contract(s) for the 2021-22 school year, or documentation from the school listing your family’s out-of-pocket costs for the 2021-22 school year.
  - If the 2019 or 2020 Federal Income Tax Return was filed with Schedule A, provide a copy of Schedule A.
  - Provide documentation of medical bills paid during tax year 2019 or 2020 if no Schedule A was filed.
  - Signed letter of appeal from parents specifically explaining the situation. Supporting documentation will be requested if needed.

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**REASON FOR THIS APPEAL**

Circumstances that may be considered are listed below. Please check any of the circumstances below which apply to you.

- **Loss of Employment or a Significant Decrease in Income:** 2019 income is not reflective of current income due to:
  - Loss of employment or reduction in wages or hours
  - Injury, disability, natural disaster which has resulted in significant decrease in earnings
  - Loss of benefits, such as unemployment, child support, etc.
  - Significant one-time increase in income was received in 2019 that is not reflective of typical annual income (capital gains, pensions, etc.)

- **Elementary/Secondary Private School Tuition K-12:** Expenses for children included in the parent’s household size on the student’s 2021-22 FAFSA

- **Medical Expenses:** Excessive out-of-pocket medical or dental expenses incurred in 2019 or 2020

- **Other Extenuating Circumstances:** Other extenuating circumstances that have occurred since the filing of the 2021-22 FAFSA (separation, divorce or death of the student’s father/step-father and/or mother/step-mother, for instance).

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FOR ALL APPEALS: A PARENT SIGNATURE IS REQUIRED ON THE CERTIFICATION AT THE BOTTOM OF THE NEXT PAGE
If the appeal based on a loss of employment or significant decrease in income for 2021 is granted, in order to recalculate this student’s parent contribution the 2021 income information about the PARENT(S) must be provided below and included as part of the written appeal from the student’s parent(s). All questions must be answered. Do not leave any item blank; if it does not apply, enter a “0.” DO NOT include any funds expected from financial aid and/or veteran's educational benefits.

### 2021 INCOME EXCLUSIONS

Child support PAID by the parent and/or step-parent. DO NOT include support for children living in the parent’s home

### 2021 UNTAXED INCOME AND BENEFITS

Payments to tax-deferred pension and savings plans

IRA deductions and payments to self-employed SEP, SIMPLE,

Keough and other qualified plans

Child support RECEIVED for all children

Tax exempt interest income

Untaxed portions of IRA distributions

Untaxed portions of pensions

Value of free housing or other living expenses

Veteran’s non-education benefits such as Disability, Death Pension or DIC and/or VA Educational Work Study Allowances

Other untaxed income not reported above such as workers’ compensation, disability, etc.