

# 2024-2025 Special Financial Circumstances Appeal

**Last Name** **First Name** **MI**

This form can be used to report changes to your household’s financial situation that are not reflected on the 2024-2025 Free Application for Federal Student Aid (FAFSA)®. **After completing STEPs 1-3 of this form, submit your completed appeal with all required supporting documentation:**

- In-person: to the Office of Scholarships and Financial Aid (SFA) at the [Welcome Center](#), or
- On-line: via your [myUH Self-Service Account](#) ([upload instructions here](#)).

**Processing will not begin until all required documentation is submitted. Additional documentation may be required after the initial review.**

### STEP 1: Select Calendar Year and Letter of Explanation

- Please identify the calendar year you want your special financial circumstances appeal to be based on:
  - 2023-Signed 2023 tax return/tax transcript **OR**  2024-Submit documentation of your 2024 income to date
- You must provide a detailed, typed, **signed and dated** letter supporting your request. If you are a dependent student, the letter must be signed by you and at least one parent. In your letter, you must include a timeline of events; be sure to list all specific dates (ex: date of job loss, date of rehire, date of separation/divorce, etc.).

Based on your submitted FAFSA, please list the name of each parent (**DEPENDENT STUDENTS ONLY**):

Parent 1 Full Name: \_\_\_\_\_

Parent 2 Full Name: \_\_\_\_\_

### STEP 2: Check the reason(s) for the loss of income and attach the required documentation indicated below.

- LOSS OF PARENT, STUDENT, OR SPOUSE INCOME (due to layoff, termination, or reduction of hours, etc.)
  - Submit documentation from former employer confirming loss of income, date of separation, and amount of severance pay.
  - Submit copy of last pay stub from previous job showing year-to-date earnings.
  - Submit copy of most recent pay stub from current job showing year-to-date earnings, if applicable.
  - Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement, if applicable.
- LOSS OF UNEMPLOYMENT COMPENSATION OR WORKERS' COMPENSATION BENEFITS:
  - Submit a printout of the Texas (or applicable state) Workforce Commission Claim and Payment statement or
  - Submit letter from Bureau of Workers' Compensation stating start/end dates and benefit amount.
- DEATH OF PARENT OR SPOUSE:
  - Submit copy of death certificate, obituary, or funeral pamphlet.
- DIVORCE OR SEPARATION AFTER FAFSA® HAS BEEN FILED:
  - Submit legal separation papers, verification from attorney, or divorce decree.
  - Submit documentation of any child support/alimony to be received per month.
  - If dependent, submit IRS wage and income transcript/copies of all W-2s for parent(s). If independent, submit IRS wage and income transcript/copies of all W-2s for former spouse.
- OTHER: \_\_\_\_\_
  - Submit documentation identifying sources of income, how funds were spent, and the amount of any remaining funds.
  - For medical expenses, submit bills showing what was paid out of pocket and not covered by insurance. \*Note: The FAFSA® automatically considers 11% of income for medical expenses. Submitted medical expenses must exceed this allocation.

**STEP 3: Certification Statement:** Your signature on this document confirms your acknowledgement that the information submitted for review is true and correct to the best of your knowledge.

Student Signature: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse Signature (if applicable): \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

Parent 1 Signature: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

*Dependent Students Only*

Parent 2 Signature: \_\_\_\_\_ Phone or Email: \_\_\_\_\_ Date: \_\_\_\_\_

*Dependent Students Only*