

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:** Read the unusual and special circumstances information below, then based on your circumstances choose the appropriate form to complete. **Do not complete both forms**. Each bolded section is expandable and provides additional information when you click on the arrow beside the heading. **The form and required documentation must be uploaded via your SIS To Do List, so it will be linked to your account.** We do not accept forms via email, fax, or in-person.

**Unusual Circumstances Form *(click on > to expand to view)***

### **Do I qualify as an independent student?** *(Which means you don’t have to include your parent’s information on the FAFSA)*

You will automatically be considered independent in 2024-2025 if you meet any of the following:

* You were born before January 1, 2001.
* You are working on a graduate degree (master's, PhD, etc.) in the school year 2024-2025.
* As of the date of filing the Free Application for Federal Student Aid (FAFSA), you are married.
* You are an orphan or ward of the court or were a ward of the court until age 18, or were in foster care any time after age 13. (This does not include students who were placed as a ward of the state.)
* You are currently serving on active duty (other than training) in the military or are a veteran of the U.S. Armed Forces (see FAFSA instructions for definition).
* You have children who receive more than half of their support from you OR you have dependents (other than your children or spouse) who live with you and receive more than half of their support from you, now through June 30, 2025.
* You meet the criteria for homelessness or at-risk for homelessness as described on the FAFSA.

Unless you meet one of these criteria for independent status for financial aid, then your biological or adoptive parent(s) must complete the FAFSA with you. Your parent(s) must provide income and asset information on the FAFSA.

### **Can I appeal my dependency status?**

 **In some unusual cases, you may appeal your dependency status.**

Per federal regulations, an appeal cannot be based on any of the following:

* + Student Financial self-sufficiency
	+ Parental unwillingness to contribute to college costs
	+ Parental unwillingness to complete the FAFSA or provide documents or signatures for verification
	+ Parents do not claim the student as a dependent for income tax purposes.

**Appeals must be based on an unusual situation such as:**

* Student or parent incarceration;
* Your parent(s) is/are mentally incapacitated.
* You had a court-appointed legal guardianship that has ended;
* You are estranged from your parent(s) because of an abusive situation;
* Parental abandonment or estrangement;
* Victim of human trafficking.

### **How do I submit an Unusual Circumstances Form?**

1. Thoroughly describe your circumstance on this form.
2. Provide as much documentation as you can of your stated circumstances. Documentation can be in the form of:
3. Court, attorney, or other legal records
4. One or more statements from an individual **other than friends or family members**, who can confirm your statement**.** This should be from an objective, third party, such as a counselor, social worker, doctor, clergy member, etc. These statements should include a telephone number so we may verify the authenticity of the statement.
5. Statements from family can and should be included, but may **not** be the **only** documentation provided.

Complete and submit this appeal form and all supporting documents using the upload button on your SIS To Do List**. Go to** [**www.rappahannock.edu**](http://www.rappahannock.edu/) **-> myRCC -> SIS -> My Student Information -> To Do List (right-hand side of page).** You will be notified in your student email after your appeal has been reviewed. The College Financial Aid Office may request additional information from you before making a decision.

### **Tips for a Successful Appeal**

* Describe your situation fully. While we understand that it can be very uncomfortable to go into the details of your personal life, please know that no one outside the financial aid office will be able to access the information on this form or any attachments you submit. It is important for us to get as clear an understanding of why you are appealing as possible.
* Provide as much documentation as you can. We would much rather have too much documentation than not enough. Documents, letters, etc., are very helpful in the appeal process.
* DO NOT have anyone other than yourself write a statement in the space below**.** Their letters need to be on a separate written or typed page and each statement should be signed by the writer with his or her unique signature.
* DO NOT write a statement for someone else in your handwriting, even if the other person signs it. This will raise suspicion regarding the letter’s authenticity.
* If you are not sure what you should submit, contact the financial aid office. We will be happy to meet with you and discuss the best approach for your appeal.

### **FORM: Please describe your situation below** **[MUST BE COMPLETED BY STUDENT]**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I certify that my responses to all items on this form are true and correct. Penalties provide for a fine of $10,000, or imprisonment for up to 5 years, or both, if a person embezzles, steals, or obtains funds by false statement or forgery.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Special Circumstances Form *(click on > to expand to view)***

### **Do I qualify? Before completing this form READ THIS**

The Free Application for Federal Student Aid (FAFSA) form advises you to contact the financial aid administrator at your school if you have special circumstances not covered on the application that would affect your eligibility for student financial aid. Before the Financial Aid Office can review the information on this form, you must have previously filed a FAFSA for the school year you plan to attend.

The information provided on your original application may not be updated if your income reduction is not significant or appears inconsistent. Likewise, expenses for consumer goods and lifestyle choices may not be supported with additional financial aid resources.

### **FORM: Please complete the information below** **[MUST BE COMPLETED BY STUDENT]**

*\*The Financial Aid Office reserves the right to request additional information, if needed.*

Date of Loss\_\_\_\_\_\_\_\_\_\_\_\_\_

Select Special Circumstance below and provide the required documentation:

**Click:** Choose an item.

**Financial Information**

Please report total income for the more recent year you wish to be considered instead of the 2022 tax year used on the FAFSA.  If 2023 is the year, submit a signed and complete copy of the pertinent 2023 tax returns (or W-2’s if you did not file).  If the appeal is to consider 2024 income, submit all pay stubs and sources of other taxed and untaxed income for 2024.  If the appeal is submitted in November 2024 or later to consider 2024 income, the appeal will be delayed until 2024 tax returns and/or all W-2s are submitted to the Financial Aid Office.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INCOME TYPE** | **STUDENT** | **SPOUSE** | **FATHER** | **MOTHER** | **TOTAL** |
| **Gross Wages for entire calendar year202\_\_** | $ | $ | $ | $ | $ |
| **Net Farm Income for the Year** | $ | $ | $ | $ | $ |
| **Net Business Income for the Year** | $ | $ | $ | $ | $ |
| **Other Taxable Income Portions** from Tips, IRA distributions, pensions, annuities--excluding rollovers; Social Security benefits; disability benefits; alimony received; unemployment compensation; capital gains/ losses; income from rents, royalties, partnerships, estates & trusts, or any other source. **(Circle all the areas above that apply.)** | $ | $ | $ | $ | $ |
| **Nontaxable Income** from child support, tax-exempt interest income, portions of IRA or pension distributions; provided and untaxed housing, food and or living allowances; veterans’ noneducation benefits; workers’ compensation; disability benefits, or any other source. **(Circle all the areas above that apply.)** | $ | $ | $ | $ | $ |
| **Any Other Income (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | $ | $ | $ | $ | $ |
| **Total** | $ | $ | $ | $ | $ |

[ ]  I certify that the Special Circumstance identified and required documentation provided are true and correct. Penalties provide for a fine of $10,000, or imprisonment for up to 5 years, or both, if a person embezzles, steals, or obtains funds by false statement or forgery.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Required Documentation**

[ ] Loss of Income for parent or independent student (spouse, if applicable) from work due to layoff, closing of business or termination. Required documentation:

* + - Letter from former employer(s) effective dates and severance, vacation, personal and sick leave pay out.
		- Copy of final pay stub from previous employer(s).
		- Letter from unemployment office documenting effective dates and benefits received.
		- Two (2) current pay stubs (if presently employed).
		- W2 forms for student and/or spouse, and for parent(s) if dependent
		- Documentation of any other income received during the calendar year.

[ ]  Death of a Spouse (Independent) or parent (Dependent) has occurred after your FASFA was filed. Required documentation:

* Copy of death certificate.

[ ]  Loss of Social Security Benefits. Required documentation:

* Letter from Social Security Administration stating start/end dates and benefit amount.

[ ]  Loss of Child Support. Required documentation:

* Letter or court document stating start/end dates and child support amount.

[ ]  Loss of Unemployment Compensation. Required documentation:

* Letter from Unemployment Office stating start/end dates and benefit amount.

[ ]  Loss of Worker’s Compensation. Required documentation:

* Letter from Bureau of Worker’s Compensation stating start/end dates and benefit amount.

[ ]  Change in Housing Status. Required documentation:

* Letter from a private or publicly funded homeless shelter, service provider, financial aid administrator from another college, school counselor, mental health professional, social worker, mentor, doctor or clergy.

[ ]  Tuition Expense at an Elementary or Secondary School. Required documentation:

* Letter from Elementary or Secondary School confirming enrollment and tuition expenses.

[ ]  Additional Family Members enrolled in college. Required documentation:

* Complete Number in College Form on SIS To Do List. Once your Special Circumstance Form has been reviewed, this to do item will show up on your To Do List. Please monitor your to do list regularly.

[ ]  Significant medical, dental, or nursing home expenses not covered by insurance. Required documentation:

* Invoices/Statements and letter from insurance company stating they will not cover the expenses.

[ ]  Child or Dependent Care Expenses. Required documentation:

* Invoices/Statements of major expenses.

[ ]  Severe disability of the student or other member of the student’s household. Required documentation:

* Letter from medical provider or social services.

[ ]  Other changes or adjustments that impact the student’s costs or ability to pay for college. Please describe your situation below. The Financial Aid Office will request additional information, if needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_