

INSTRUCTIONS AND FORM

You may complete the Special Circumstances Appeal form if you are an independent student whose current financial situation is not accurately reflected by 2021 tax information. Your family's 2021 income is used to assess your financial need for the 2023-2024 school year, in accordance with federal laws and regulations. If your family's income is lower due to special circumstances, a financial aid administrator may be able to use actual 2021 income to calculate financial need. This financial situation may be due to loss of a job, separation or divorce, death, disability, unusual medical expenses, or other circumstances.

If you have not already done so, you must first apply for federal financial aid by completing the 2023-2024 Free Application for Federal Student Aid (FAFSA) with 2021 tax information. After submitting the FAFSA, please provide information regarding your reduction in income by completing this form. Your appeal is complete only when you attach the documentation that validates your special circumstances. No action will be taken until all of the documentation appropriate to your circumstance is submitted to the Office of Enrollment Services. **Documentation is essential.**

You and/or your family must submit **all** of the following documentation:

1. A signed **personal statement** that explains your special situation; **and**
2. Your (and your spouse's) 2021 Federal tax return transcript.
Please sign here if you did NOT file a tax return: _____
3. Sections 1, 2, and 3 of the Special Circumstances Appeal form (attached) completed correctly.

Appeal categories

In addition, select the category from the following list that most closely describes your 2023-2024 special circumstance. Read the description carefully and attach all of the documentation requested under that category.

CATEGORY: Loss or reduction of employment

You and/or your spouse earned money in 2021 and have had an income reduction (loss of overtime will not be considered), or have lost employment for at least 10 weeks in 2023 that has resulted in a reduction of income. **Ten (10) weeks** must have passed prior to submission of this appeal for either circumstance.

- Provide copies of **written verification** from a former employer(s) that indicates start and end date of employment or reduction of hours. Former employers should document dates and amounts received for earnings, severance pay, vacation, and retirement payout; **and**
- **a written statement** from your (and your spouse's) current or future employer(s) that indicates your expected gross earnings for the calendar year 2023. Year 2023 earnings must be documented with a letter from your employer projecting earnings or with copies of your two most recent pay stubs; **and**
- **eligibility forms** that indicate dates and amount of unemployment benefits

CATEGORY: Separation, divorce, or death

You have already filed your annual Free Application for Federal Student Aid (FAFSA) and since that time, you and your spouse have separated or divorced, or your spouse has died.

- Provide **legal separation papers or divorce decree**, or
- **evidence of separate living accommodations** if no legal separation exists, or
- **a death certificate, and documentation of year-to-date earnings for deceased spouse.**

CATEGORY: Loss of taxed/untaxed income or benefit

You and/or your spouse received unemployment compensation, or another taxed or untaxed income or benefit in 2021 and have completely lost that income or benefit for at least 10 weeks in the calendar year 2023. **Ten (10) weeks** without compensation must have passed prior to your submission of this appeal. The untaxed income or benefit must be from a public or private agency, a company, or from a person due to court order. (Do not include loss of educational veterans' benefits.) Income and benefits may include: Social Security benefits, Supplemental Security Income (SSI), child support, combat pay, military housing allowance, untaxed retirement or disability benefits, and welfare benefits.

- Provide copies of **all contracts, agency notices, or legal papers** that indicate the date your taxed/ untaxed income or benefit was terminated, what amount of income came from that source, and how that income was used.

CATEGORY: Loss of one-time income

You and/or your spouse received one-time income in 2021 that will not occur in 2023 (e.g., rollover into a Roth IRA, moving expense allowance, back-year Social Security payments, or a divorce settlement). Special circumstance consideration **will not** be given if this one-time income is a result of an inheritance, job bonus or overtime compensation, gambling winnings, pension, capital gain, insurance settlements, or early distributions of retirement accounts.

- Provide copies of **all contracts, agency notices, or legal papers** that indicate the date your (or your spouse's) one-time income was terminated, what amount of income came from that source, and how that income was used.

CATEGORY: Unusual, unreimbursed medical care expenses

NOTE: Only expenses already paid directly by the student or spouse will be considered.

Unexpected/non-recurring medical expenses — You and/or your spouse have paid for unusual or unexpected medical expenses for a member of your household that are not reimbursed. These expenses are over and above typical health maintenance costs due to an unexpected, extraordinary, or non-recurring emergency or incident. Only those costs not covered by insurance or another agency may be considered.

- Provide **copies of canceled checks** that document your PAID medical expense.

Payment of insurance premiums, regular health maintenance, and routine expenses such as eyeglasses, birth control prescriptions, and elective or cosmetic procedures (e.g., orthodontic braces) are not considered unusual medical expenses and **will not be considered** for the Special Circumstances appeal.

Medical expenses for certified disabled student — If you have medical expenses due to a chronic disability, these costs may be considered in your financial aid eligibility. Disability-related costs are those expenses attributable to maintaining a chronic illness or condition that is not due to an unexpected incident or emergency.

- Provide a **statement from a health care provider** that documents the unusual condition; **and**
- **receipts or canceled checks** that demonstrate **payment** for medical treatment of this condition.

Tuition expenses for private elementary or secondary education

You and/or your spouse pay elementary or secondary school tuition for a member of your family during the 2023-2024 academic year. Only expenses not covered or reimbursed by another agency/source will be considered. Only tuition incurred during the 2023-2024 academic year (after September 2023) will be considered.

- Provide a copy of the **school's enrollment contract** that includes name(s) of your children enrolled during the 2023-2024 academic year, tuition cost, and the amount of any scholarships or grants that subsidize the tuition.

INDEPENDENT STUDENT SPECIAL CIRCUMSTANCES APPEAL

ACADEMIC YEAR 2023-2024

INDEPENDENT STUDENTS

Read the Special Circumstances Appeal instructions carefully before completing this form. You must complete Sections 1, 2 and 3. Please return by December 31, 2023 to address on the right.

Send Completed Form To:
University of Rhode Island
Enrollment Services Green Hall
6 Rhody Ram Way
Kingston, RI 02881 USA

Phone: (401) 874-9500
Fax: (401) 874-2002
Email: esmail@etal.uri.edu
Website: web.uri.edu/enrollment

SECTION 1. Background

Student name (first, middle initial, last)	Student ID number	Date
Address (street or P.O. box, apartment number, city, state, ZIP Code)		Telephone with area code ()

List ALL family members included on your 2023-2022 Free Application for Federal Student Aid (FAFSA). If you need more space, you may add more family members in your personal statement.

Name	Birth date	Relationship to student	Postsecondary institution s/he will attend at least part time between July 1, 2023 and June 30, 2024	Social Security number
		self		
		spouse		
		child		
		child		
		child		

SECTION 2. Income source table	Actual	Estimated	Total
January 1 through December 31, 2023	1/1/23- today	Today – 12/31/23	Actual plus estimated
1. Income earned from work by student (wages, salary, and tips, for example)			
2. Income earned from work by spouse (wages, salary, and tips, for example)			
3. Business, farm, or rental income			
4. Interest/dividend income; Specify source and value			
5. Unemployment compensation			
6. Capital gains			
7. Spousal maintenance			
8. Child support			
9. Welfare benefits (such as AFDC, TANF, FOOD STAMPS, or SNAP)			
10. Veterans benefits			
11. Social Security benefits (including SSI)			
12. Worker's compensation			
13. Short-term or long-term disability benefits			
14. Severance pay			
15. Withdrawal from retirement account			
16. Other income (such as pension, annuity, rental income, housing allowance, bonuses)			

SECTION 3. Certification

To the best of my knowledge, the information in this appeal is true. I understand that misrepresentation of facts in connection with this appeal, whenever discovered, may be sufficient cause, in and of itself, for cancellation and repayment of financial aid. I understand that my federal tax return will be used to verify the current financial aid application information. **WARNING:** If you use this form to establish eligibility for federal student financial aid and purposely give false or misleading information, you may be fined \$10,000, sent to prison, or both.

Student signature	Date
Spouse signature	Date