
THE UNIVERSITY OF TENNESSEE

OFFICE OF FINANCIAL AID & SCHOLARSHIPS

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2016-2017

SPECIAL CIRCUMSTANCE APPEAL INSTRUCTIONS

Financial aid eligibility for the 2016-2017 academic year is calculated based on the information you provided on the *Free Application for Federal Student Aid* (FAFSA). The income and asset information that you submitted was evaluated by a formula called Federal Methodology as set by Congress. This formula assumes that 2015 income is a good predictor of the family's financial strength during the student's 2016-2017 enrollment. Based on this assumption, financial aid eligibility is determined using 2015 tax return information.

The Office of Financial Aid and Scholarships at the University of Tennessee recognizes that many families have changes in income or family situations that cannot be reflected in the 2015 tax return data. Therefore, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances.

A Special Circumstances Appeal may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid. Circumstances may include, but are not limited to:

- Loss or change of employment
- Loss or change in amount of child support, Social Security, or other benefits
- Divorce or separation of parents or spouse
- Death of parent(s) or spouse
- Unusual medical expenses (not covered by insurance)
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)
- Student's parent has retired

Circumstances that are NOT considered as extenuating include, but are not limited to:

- Standard living expenses (e.g. utilities, credit card payments, children's allowances, etc.)
- Mortgage payments
- Car payments
- Credit card or other personal debts
- Vacation expenses
- All other discretionary expenses

All appeals require Tax Return Transcripts for student and parent (if student is dependent) along with W-2's and/or 1099's used to complete the tax return. You may obtain a tax return transcript by going online to www.irs.gov or you can call the IRS at 1-800-908-9946 and follow the prompts to request a Tax Transcript for 2015. We are unable to accept copies of 1040, 1040A, or 1040EZ forms.

Please allow 3 to 4 weeks processing time from the time all documentation has been submitted. **Submitted documentation will not be returned. Please do not submit originals.** Notification of the decision by the Office of Financial Aid & Scholarships will be sent to your UT e-mail address. All decisions made by the Office of Financial Aid & Scholarships concerning special circumstances are final. If you have questions, please contact the One Stop Express Student Services at (865) 974-1111.

Check Box	Reason	Documentation
<input type="checkbox"/>	Loss or change in employment	<ul style="list-style-type: none"> • For Job Loss Appeals there is a waiting period of 10 weeks from date of termination • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • Letter from former employer(s) stating the last date of employment • Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits • Copy of last paystub(s) from former employer(s) and current employer(s), if applicable. • If this form is submitted after 10/1/2016, 2016 Tax Return Transcripts and W-2's should be submitted for student (spouse) and parents (if dependent) • Copy of DD214 if appeal is due to discharge from active military duty
<input type="checkbox"/>	Loss or change in amount of child support, social security, or other benefits	<ul style="list-style-type: none"> • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination • If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount.
<input type="checkbox"/>	Divorce or separation of parents or spouse	<ul style="list-style-type: none"> • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • Copy of legal separation documentation, proof of separate households, or divorce decree
<input type="checkbox"/>	Death of parent(s) or spouse	<ul style="list-style-type: none"> • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • Copy of death certificate
<input type="checkbox"/>	Unusual medical expenses	<ul style="list-style-type: none"> • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • If you didn't itemize, please submit proof of payment (e.g. cancelled checks, receipts, credit card statements)
<input type="checkbox"/>	One time taxable income used for life changing event (e.g. IRA, Pension distribution, back-year Social Security payments)	<ul style="list-style-type: none"> • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • Documentation to identify the source of the income • Proof of payment and an itemized statement showing how the funds were spent (e.g. cancelled checks, receipts, bank statements)
<input type="checkbox"/>	Student's parent has retired	<ul style="list-style-type: none"> • 2016-2017 Special Circumstances Appeal form • Detailed letter explaining your circumstances • 2015 Tax Return Transcript from IRS website for student and parents (if dependent). Copies of 1040, 1040A or 1040EZ are not accepted. • W-2's for student and parents (if dependent) • Documentation of monthly income sources for all retirement income, including social security (if applicable)

2016-2017 SPECIAL CIRCUMSTANCE APPEAL FORM

Section A - Student Information—Please complete form in Blue or Black ink.

Student Name: _____ ID Number: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____ UT E-mail Address: _____

Telephone number where you or your parent can be reached in the event of questions:

Student Telephone #: _____ Parent Telephone #: _____

- List all the people in your parent(s) household. **Include yourself** and,
- Your parent(s) including a (stepparent) even if you do not live with your parent(s).
 - Your parent(s) other children if your parent(s) will provide more than half of their support from July 1, 2016, through June 30, 2017, or if the other children would be required to provide parental information if they were completing a FAFSA for 2016–2017. Include children who meet either of these standards, even if they do not live with your parent(s).
 - Other people if they now live with your parent(s) AND your parent(s) provide more than half of their support and will continue to provide more than half of their support through June 30, 2017.

Include the name of the college for any household member, except a parent, who will be enrolled at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2016, and June 30, 2017.

Full Name	Age	Relationship to Student	College	Will be enrolled at least half time

Section B - Certification and Signature

My signature below certifies the information I have provided on this form and attached documentation is true and complete to the best of my knowledge. I agree to provide proof of the information if and when requested. I understand that the penalty for providing false or misleading information is a \$20,000 fine, a prison sentence, or both.

Parent Signature
 (For Dependent Students Only): _____ Date: _____

Student
 Signature: _____ Date: _____

Spouse of Student
 Signature: _____ Date: _____

Section C- Income Assessment Form

Please complete the table below to help us assess your actual income for 2016. Report all income you expect to receive through December 31, 2016, in the appropriate boxes. You must include documentation supporting all income.

Parent Income Information (For Dependent Students Only)

Income for 2016(January 1 to December 31)	Actual 01-01-16 to Today	Estimated Today to 12-31-16	Totals=Actual + Estimated
FATHER's income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
MOTHER's expected income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.) SOURCE:	\$	\$	\$
Social Security benefits	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credits, welfare benefits, workers comp., payments to IRA/Keogh, etc) SOURCE:	\$	\$	\$
Total Parental Income for 2016	\$	\$	\$

Student Income Information

Income for 2016 (January 1 to December 31)	Actual 01-01-16 to Today	Estimated Today to 12-31-16	Totals=Actual + Estimated
STUDENT's income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
SPOUSE's income earned from work (wages, salaries, tips, net farm or business)	\$	\$	\$
Other taxable income (dividends, interest, pensions, annuities, alimony, unemployment compensation, capital gains, etc.) SOURCE:	\$	\$	\$
Social Security benefits	\$	\$	\$
Child support received	\$	\$	\$
Other untaxed income (earned income credits, welfare benefits, workers comp., payments to IRA/Keogh, etc.) SOURCE:	\$	\$	\$
Total Student and/or Spouse Income for 2016	\$	\$	\$

Please list the current asset information (if any of the following are applicable): Net worth means the market value of the asset minus debt on the asset	Parent Assets (For Dependent Students Only)	Student Assets
Current amount of cash, savings, and checking	\$	\$
Current net worth or real estate/investments (other than home)	\$	\$
Current net worth of farm or business	\$	\$