

2024-2025 Special Circumstance Appeal



Office of Financial Aid

Student Name: _____

Student ID: _____

Under certain circumstances, the Department of Education permits Purdue University Fort Wayne (PFW) to update information on the student's FAFSA to recalculate their eligibility for grants. If you already have a bachelor's degree, you are NOT eligible to appeal as you are ineligible for grants. ***If updates will not help you in any way, your appeal will be denied.***

Please submit the following with this cover letter

(Incomplete appeals will not be processed.)

- Typed, signed, and dated personal statement including an explanation and any vital information that will help us understand your situation – You must include start and end dates (at least month and year) for all pertinent information. Include any changes to the number of people living in your household.
- Additional documentation as required under the chosen appeal type
- Completed verification form and documentation (if selected)

Appeal Type Selection

Divorced or Separated after completing your FAFSA

(If this occurred before completing your FAFSA, an appeal is not necessary, please speak with a financial aid advisor.)

- Divorce/Separation documents
- Signed and dated 2022 Federal Tax Return along with Schedules 1-3 (if applicable) **OR** a signed and dated copy of your 2023 Federal Tax Return with Schedules 1-3 (if applicable) if it reflects current circumstances more appropriately. If your current income is significantly lower than the income reflected on the submitted 2022 or 2023 taxes, please also check the Loss of Income option on the back of this form and include the additional requested documents.
- W2's (and Schedule C if business income was reported) from the tax year of documents being submitted as referenced above. – Include both spouse's information if taxes filed jointly.
- Documentation of any alimony or child support you are now paying or receiving

Married by August 15, 2024 after completing your FAFSA

- V1 Standard Verification Worksheet and supporting documentation
- Marriage certificate

Excessive Medical/Dental Expenses paid in 2022

- Itemized list of medical/dental expenses paid in 2022.
- Receipts for each listed expense. The easiest way to do this is to request a summary of payments for 2022 from each provider and pharmacist – Explanation of Benefits or bills owed **DO NOT** fulfill this requirement.
- Paystub from 2022 that shows the premiums deducted for health and dental insurance

Excessive Necessary Expenses paid in 2022

- Itemized list of the excessive necessary expenses *paid* in 2022
- Receipts or canceled checks for each listed expense *paid*

Appeals can be submitted by fax, mail, or in person. Email submissions and electronic signatures will not be processed.

Appeal Type Selection continued

Loss of Income

(Job loss, reduced hours, reduced hourly wage rate ...)

- Documentation confirming the income loss, such as a letter of termination or hours/wage reduction
- Most recent paystubs from each employer for whom you worked in the 2024 calendar year
- Most recent unemployment benefits

* Please remember to include with your statement all pertinent dates such as when a period of furlough began and ended, the start and end dates for each job held in 2022, 2023, and 2024, and/or the date the hours/wage reduction began.

Other: _____

please list the special circumstance and include any documentation that may help us make a determination

I understand by signing below I am asking the Purdue University Fort Wayne Financial Aid Office to make the above indicated adjustments to my FAFSA. I further understand that making these adjustments may cause changes to my student account and my bill, and that it is my responsibility to ensure my bill is paid in full with the Bursar after these adjustments are processed to my financial aid account.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

(Dependent students only)

What Happens Next?

Appeals are handled in the order they are received. Once your form is received you will see it listed on your goPFW account under the [Billing and Financial Aid](#) tab. Please monitor your PFW student email for any communication regarding your appeal. If further information is needed to process your appeal, and/or after your appeal has been processed, you will be notified through your PFW student email.

Personal Statement *(add additional pages as needed)*

Appeals can be submitted by fax, mail, or in person. Email submissions and electronic signatures will not be processed.