



## How to submit an Appeal

The Expected Family Contribution (EFC) formula is the same for all applicants; however, we do understand that a family may have difficulty managing their expected family contribution due to changes in financial circumstances. If you believe you have a special situation that was not reflected in your aid materials, please follow the guidelines below to appeal your need-based aid package. Forward your complete appeal packet to your [advisor's](#) attention via email, USPS or fax (*Fax is the preferred method of submission*).

A complete Appeal Packet should include:

- A completed Special Circumstance Appeal form
  - ◊ Section A - a written personal statement
  - ◊ Section B - identify the reason for your appeal, and attach supporting documentation
  - ◊ Section C - sign the certification statement
- Any documents you deem relevant to explain your situation
- Submit any supplemental or new tax documentation, if not already submitted to IDOC
  - ◊ Complete tax returns for all businesses - include forms 1065, 1120-S, 1120, K-1's, and the itemized list for "other deductions"
  - ◊ A Signed Amended tax return form 1040x
  - ◊ IRS tax data through [FAFSA Data Retrieval Tool](#) or as a [tax transcript](#) (optional, unless otherwise required)

## Important Notes

- Timeliness, completeness and accuracy of your packet will impact the outcome of your appeal
- Additional information may be requested of you after providing the appeal and supporting documentation
- Submission of a special circumstance appeal does not automatically ensure that your request will be approved
- If approved, it could result in an increase in institutional grant, institutional loan or a combination of both.



## How to submit an Appeal (continued)

### When to submit an Appeal

	Submission Deadline	Response Date
2018-2019 Final Appeal Date	January 4, 2019	January 11, 2019

2019-2020 Appeal Dates	Submission Deadline	Response Date
Admitted Freshmen	April 5, 2019	April 12, 2019
Admitted Freshmen	April 19, 2019	April 26, 2019
Admitted Transfers	May 3, 2019	May 10, 2019
Returning Students	July 12, 2019	July 19, 2019
Returning Students	August 9, 2019	August 16, 2019
Final Fall Appeal Date	August 30, 2019	September 16, 2019

Appeals received after the submission deadline will be considered at the next scheduled date, and a response sent according to the schedule above.

### Items not considered as an appeal for need-based financial aid:

- Financial support of grandparents, siblings older than 23, and non-immediate family members
- Consumer debt, such as credit cards or educational loan debt
- Job loss of less than 3 months
- Investments being held for others
- Requests to exclude retirement assets that are not invested in a traditional retirement account
- Student merit or achievements
- Aid or scholarships awarded at other institutions
- Unwillingness to contribute to educational expenses
- Inability to pay the calculated family contribution from current income\*

\*Please note: It is our expectation that families will use all resources available to them to finance the expected family contribution (EFC) including current salary, savings, investments, student loans, parent loans, and the Emory Payment Plan if necessary.



## Special Circumstance Appeal

Emory University  
Office of Financial Aid  
200 Dowman Drive, Suite 300

Phone: 404.727-6039  
Fax: 404.727-6709 (Office preferred method of submission)  
Email: finaaid@emory.edu

<b>Student's Name:</b>	Emory ID (EMPL):
Email Note: Communications regarding this request will be sent via email to the student's email address marked as preferred in OPUS.	Last 4 Digits of Student SSN (if ID Number Unknown): XXX - XX - _____

Semester /Year of Appeal (check one):  Spring 2019  Year 2019-20  Fall 2019  Spring 2020

### Document Submission Instructions

Documents requested by the Office of Financial Aid may be submitted via US mail, email or fax. **In an effort to safeguard your personal information, the Office prefers that forms be submitted via fax.** When submitting documentation, please do not submit image files or photographs.

### A: WRITTEN EXPLANATION OF SPECIAL CIRCUMSTANCES

Please attach a separate written statement detailing your circumstances and providing any pertinent information that will help us better understand your particular situation. Make sure to sign your written statement once completed. This form will be incomplete if this information is not submitted.

### ZB: SPECIAL CIRCUMSTANCES FOR CONSIDERATION — Check any boxes that apply to your appeal request

<input checked="" type="checkbox"/>	REASON FOR APPEAL	REQUIRED DOCUMENTATION	
<input type="checkbox"/>	Loss of employment	<input type="checkbox"/> Date employment ended: ___ / ___ / ____ <input type="checkbox"/> Emory <a href="#">Projected Year Income</a> worksheet <input type="checkbox"/> Provide a copy of your completed 2018 federal tax return with all W2s (required) <input type="checkbox"/> Emory <a href="#">Monthly Income and Expenses</a> worksheet	<input type="checkbox"/> Last pay stub showing year to date earnings <input type="checkbox"/> Termination notice <input type="checkbox"/> Severance pay agreement <input type="checkbox"/> Unemployment benefits
<input type="checkbox"/>	Reduction of current year income (2018) vs. base year income (2017)	<input type="checkbox"/> Provide a copy of your completed 2018 federal tax return with all W2s (required) <input type="checkbox"/> Emory <a href="#">Monthly Income and Expenses</a> worksheet <input type="checkbox"/> Emory <a href="#">Projected 2018 Year Income</a> worksheet	<input type="checkbox"/> Quarterly business earnings statement, or a quarterly business tax return <input type="checkbox"/> Letter from employer confirming earnings reduction and effective date
<input type="checkbox"/>	Receipt of one-time funds/income	<input type="checkbox"/> Document the amount and source of income <input type="checkbox"/> Signed statement explaining how funds were spent <input type="checkbox"/> Letter from employer confirming any overtime or bonus pay as one-time	Examples include: capital gain, inheritance, bonus, moving expense allowance, retirement distribution, etc.
<input type="checkbox"/>	Cannot afford home	<input type="checkbox"/> Emory <a href="#">Monthly Income and Expenses</a> worksheet <input type="checkbox"/> Most recent mortgage statement or lease agreement <input type="checkbox"/> Foreclosure or short-sale documents	<input type="checkbox"/> Confirm home net worth from the county assessor website, or Zillow.com
<input type="checkbox"/>	Unusual expense	<input type="checkbox"/> Complete <a href="#">Sibling Enrollment</a> form for a sibling at a high cost college <input type="checkbox"/> A statement explaining the unusual expense <input type="checkbox"/> Document the expense with receipts and bank statements <input type="checkbox"/> Emory <a href="#">Monthly Income and Expenses</a> worksheet	
<input type="checkbox"/>	Illness or Death of a Parent	<input type="checkbox"/> Letter from physician detailing the illness and dates of hospitalization <input type="checkbox"/> Copy of the parent death certificate or newspaper obituary <input type="checkbox"/> Document the amount of any death benefits received <input type="checkbox"/> Emory <a href="#">Monthly Income and Expenses</a> worksheet	
<input type="checkbox"/>	Incorrectly reported asset	<input type="checkbox"/> Emory <a href="#">Asset worksheet</a> <input type="checkbox"/> 1099-R or 1099-G for retirement rollover <input type="checkbox"/> Trust agreement, IRS form 1041, and corpus value	<input type="checkbox"/> Monthly mortgage statement to confirm real estate debt and monthly payment <input type="checkbox"/> 3 months check/savings bank statements



## Special Circumstance Appeal

Emory University  
Office of Financial Aid  
200 Dowman Drive, Suite 300  
Atlanta, GA 30322

Phone: 404.727-6039  
Fax: 404.727-6709 (Office preferred method of submission)  
Email: [finaid@emory.edu](mailto:finaid@emory.edu)

<b>Student's Name:</b>	Emory ID (EMPL):
Email Note: Communications regarding this request will be sent via <b>email to the student's email address marked as preferred in OPUS.</b>	Last 4 Digits of Student SSN (if ID Number Unknown): <b>XXX - XX - _____</b>

C: CERTIFICATION STATEMENT	
<p>I certify that the information I am providing is true, complete, and correct to the best of my knowledge. Both parent and student agree to notify the Office of Financial Aid if the circumstance described in the appeal changes, if employment is obtained, or other sources of income are found. I understand that the decision of the appeals committee will be emailed to the email address marked as preferred in OPUS.</p>	
Student's Signature _____	Date _____
Parent's Signature _____	Date _____

<b>Internal Use Only</b>	
Review Date:	Advisor Initials:
Decision Comments:	