



2023-24 Special Circumstance Appeal

Supporting 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.

Certification			
I certify that the information provided below 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(s) 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.			
Student Signer Name:	Student Signer E-mail:	Student Signature:	
Parent Signer Name:	Parent Signer E-mail:	Parent Signature:	
Step 1: Student Information			
Student's First Name:	Student's Last Name:		
Emory ID (EMPL):	Last 4 Digits of Student SSN (if ID Number Unknown): xxx - xx -		
Semester/Year of Appeal			
Step 2: 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. This form will be incomplete if this information is not submitted.			
Step 3: Special Circumstances for Consideration			
Reason for Appeal		Required Documentation	
Loss of Employment		Emory Projected Year Income Worksheet	Termination notice
		Completed 2021 & 2022 federal tax return with all W2s	Severance pay agreement
		Emory Monthly Income and Expenses Statement	Unemployment benefits
		Last pay stub showing year-to-date earnings	
Reduction of Recent Year Income (2022) vs. Base Year Income (2021)		Completed 2021 & 2022 federal tax return with all W2s	Quarterly business earning statement or business tax return
		Emory Monthly Income and Expenses Statement	Letter from employer confirming earnings reduction and date
		Emory Projected Year Income Worksheet	
Receipt of One-Time Funds/Income		Document the amount and source of income	Examples include: capital gain, inheritance, bonus, moving expense allowance, retirement distribution, etc.
		Signed statement explaining how funds were spent	
		Employer letter confirming overtime or bonus pay as one-time	

	Cannot Afford Home	Emory Monthly Income and Expenses Statement	Confirm home net worth on county assessor or Zillow.com
		Most recent mortgage statement or lease agreement	
		Foreclosure or short-sale documents	
	Unusual Expense	Statement explaining the unusual expense	Complete Sibling Enrollment form for sibling at a high cost college
		Document expense with receipts and bank statements	
		Emory Monthly Income and Expenses Statement	
	Illness or Death of a Parent	Copy of death certificate or newspaper obituary	Letter from physician detailing illness and dates of hospitalization
		Document the amount of any death benefits received	
		Emory Monthly Income and Expenses Statement	
	Incorrectly Reported Asset	Emory Asset worksheet	3 months check/savings bank statements
		1099-R or 1099-G for retirement rollover	
		Trust agreement, IRS form 1041, and corpus value	