



## 2024-2025 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:	
Parent Signer Name:		Parent Signer E-mail:	
Student Signature:		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. <b>This form will be incomplete if this information is not submitted.</b>			
Step 3: Special Circumstances for Consideration			
Reason for Appeal		Required Documentation	
Loss of Employment		Emory Projected Year Income Worksheet	Termination notice
		Completed 2022 & 2023 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 (2023) vs. Base Year Income (2022)		Completed 2022 & 2023 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	

	<b>Unusual Expense</b>	Statement explaining the unusual expense	<input type="checkbox"/>	Complete Sibling Enrollment form for sibling at a high cost college		
		Document expense with receipts and bank statements				
		Emory Monthly Income and Expenses Statement				
	<b>Illness or Death of a Parent</b>	Copy of death certificate or newspaper obituary	<input type="checkbox"/>	Letter from physician detailing illness and dates of hospitalization		
		Document the amount of any death benefits received				
		Emory Monthly Income and Expenses Statement				
	<b>Incorrectly Reported Asset</b>	Emory Asset worksheet	<input type="checkbox"/>	3 months check/savings bank statements		
		1099-R or 1099-G for retirement rollover			<input type="checkbox"/>	Monthly mortgage statement to confirm real estate debt/payment
		Trust agreement, IRS form 1041, and corpus value				