



Emory University
Office of Financial Aid
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Atlanta, GA 30322

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2026-2027 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	<input type="checkbox"/> Termination notice
	Completed 2024 & 2025 federal tax return with all W2s	<input type="checkbox"/> Severance pay agreement
	Emory Monthly Income and Expenses Statement	<input type="checkbox"/> Unemployment benefits
	Last pay stub showing year-to-date earnings	
Reduction of Recent Year Income (2025) vs. Base Year Income (2024)	Completed 2024 & 2025 federal tax return with all W2s	<input type="checkbox"/> Quarterly business earning statement or business tax return
	Emory Monthly Income and Expenses Statement	<input type="checkbox"/> 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	<input type="checkbox"/> Examples include: capital gain, inheritance, bonus, moving expense allowance, retirement distribution,
	Signed statement explaining how funds were spent	

		Employer letter confirming overtime or bonus pay as one-time	etc.
Unusual Expense		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	
Illness or Death of a Parent		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	
Incorrectly Reported Asset		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	