Eligibility for need-based aid for the 2015/2016 academic year is based on 2014 income. Submit an appeal for reconsideration of your financial need-based eligibility if your family's financial situation has changed substantially during the past year or if there are extenuating financial circumstances not reflected in the financial aid applications. Changes to the amount or type of financial assistance offered will depend on the availability of funds and your eligibility.

Please note the following:

- Families may appeal for special circumstances ONLY AFTER the situation, which results in the loss of income, has occurred. You may not appeal on anticipated circumstances.
- Loss of overtime or lack of bonus pay is not usually considered a special circumstance.
- Appeals should be based on circumstances that are beyond the family's control.
- You must first file the 2015/2016 FAFSA with your 2014 income information. We cannot process the appeal until AFTER your FAFSA results have been received electronically by our office.
- All students applying for a special circumstance appeal MUST go through the federal verification process. If you have not already sent 2014 Federal Tax Returns and W2 forms, please do so as soon as possible.

**SPECIAL CIRCUMSTANCE DOCUMENTATION**

Please submit a letter explaining the special circumstances to the financial aid office (address or fax number below) along with supporting documentation:

- **Uninsured/Unusual Medical Costs** – Submit receipt(s) listing the unusual medical costs not covered by insurance with verification of payment amounts and payment dates. We will also accept a copy of the 2014 Federal Tax Schedule A, if you itemized your expenses.

- **Decrease in Earned Income** – Submit an Expected Year Parent Income Statement* AND any of the following, if applicable: letter from employer listing last day of employment; copy of the last paycheck stub; confirmation of unemployment benefits; any confirmation of severance pay benefits; if re-employed, a copy of the most recent paycheck stub. Please note that we will only consider appeals if a parent who earned money in 2014 have had a reduction of income for at least ten weeks in 2015.

- **Loss of Other Taxable or Untaxed Income** – Submit Expected Year Parent Income Statement* AND supporting documentation that confirms the loss of benefits received in 2014 along with effective dates.

- **Loss of Non-recurring Income (e.g., one-time disbursements from IRA)** – Submit Expected Year Parent Income Statement* AND a copy of the parent prior year (2013) Federal Tax Return.

- **Parent's Separation/Divorce OR Death of a Parent** – Submit Expected Year Parent Income Statement* AND supporting documentation such as a death certificate or divorce decree (including the settlement agreement).

- **Other Unusual Circumstance** – Submit documentation that confirms a change in actual dollar values associated with your situation. Contact the financial aid office for guidance, if necessary.

* The **2015-16 Estimated Year Parent Income Statement** may be downloaded from: [http://www.depauw.edu/admission/financial-aid/forms/special/](http://www.depauw.edu/admission/financial-aid/forms/special/)