



# STUDENT FINANCIAL SERVICES

## 2023-2024 Special Circumstances Appeal

\*\*Use the **Secure Document Uploader** in MyView to submit your forms quickly and securely!\*\*  
Use Document Type: [Special Circumstance Appeal](#)

Please use this form to document changes that have occurred in your family’s financial situation for the current academic year. This form allows for a review of circumstances that were not considered when you completed the Free Application for Federal Student Aid (FAFSA). If your appeal is approved, the data that you provide on this form will be used in reevaluating your eligibility for financial aid, which does not always result in additional aid.

*NOTE: In some circumstances, this appeal may contain information related to sexual harassment, sexual misconduct, and other forms of sex discrimination. According to the University of Missouri System Policy, any incident of sexual harassment of any kind, including sexual assault, committed against students must be reported to the University Title IX Coordinator, so any documentation you provide may be submitted to their office.*

### STUDENT INFORMATION

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### APPEALS WILL ONLY BE PROCESSED WITH THE APPROPRIATE DOCUMENTATION ATTACHED

#### PLEASE READ CAREFULLY - CHECK ALL THAT APPLY

Place a ✓ next to the appropriate situation(s), complete the required sections, and attach all necessary documentation.

If you were considered an “*Independent*” student when you completed the FAFSA, **you and/or your spouse** must meet at least one of the following special circumstances:

If you were considered a “*Dependent*” student when you completed the FAFSA, **you and/or your parents** must meet at least one of the following special circumstances:

<input type="checkbox"/> <b>Separation/Divorce/Death</b>	The situation must have occurred <i>after the FAFSA was filed</i> . <b>Complete Sections 1, 2, 6, and 7.</b>	
<input type="checkbox"/> <b>Reduction of Income</b>	Expected income has changed due to unemployment, reduced wages, or a change in untaxed income and benefits. <b>Complete Sections 1, 3, 6, and 7.</b> Adjustments will usually not be made for the dependent student who has experienced a loss in his or her income.	
<input type="checkbox"/> <b>Unusual Medical/Dental Expenses</b>	Unusual medical and/or dental expenses incurred that are not covered by insurance and are in excess of 7.5% of the reported Adjusted Gross Income for 2021. <b>Complete Sections 1, 4 and 7.</b>	
<input type="checkbox"/> <b>Elementary/Secondary Tuition</b>	Elementary or secondary school tuition paid for dependent children.	<b>Complete Sections 1, 5 and 7</b>
<input type="checkbox"/> <b>Child Care Expense</b>	Childcare paid for dependent children.	
<input type="checkbox"/> <b>Repairs to Student’s Vehicle</b>	Repairs to student’s vehicle made during the fall, spring, and/or summer semesters.	
<input type="checkbox"/> <b>Required Books and/or Supplies</b>	Books and supplies exceeding the standard allowance.	

## SECTION 1 – HOUSEHOLD INFORMATION

Full Name	Age	Relationship to Student	List the name of the college/university where this household member will attend at least half-time during 2023-2024. To be listed, student must be in a program leading to a degree or certificate at an institution which awards Title IV aid. DO NOT INCLUDE PARENT(S) THAT ARE ENROLLED IN COLLEGE
		Self/student	University of Missouri – St Louis
		Parent/step-parent	
		Parent/step-parent	

If necessary, attach a separate sheet of paper with additional household members.

## SECTION 2 - SEPARATION/DIVORCE/DEATH

Complete either Section 1A or Section 1B and submit the requested information.

### 1A. Divorce or Separation

Who is divorced or separated?  PARENT  STUDENT

Date of Divorce or Separation: \_\_\_\_\_

Is child support being received?  YES  NO

If **yes**, how much is received *per month*? \$ \_\_\_\_\_

Date Child Support Will End: \_\_\_\_\_

Is spousal support and/or alimony being received?  YES  NO

If **yes**, how much is received *per month*? \$ \_\_\_\_\_

In addition, please provide the following documents:

- A personal letter describing your situation
- A copy of your divorce decree (if divorced), separation agreement or other valid documentation of separation
- Complete Section 6 and Section 7

### 1B. Death of Parent or Spouse

Who is deceased?  PARENT  STUDENT'S SPOUSE

Date Deceased: \_\_\_\_\_

In addition, please provide the following documents:

- A personal letter describing your situation
- A copy of death certificate
- Complete Section 6 and Section 7

## SECTION 3 - REDUCTION OF INCOME

Answer the following question by checking the appropriate response. Be sure to attach any required documentation.  
NOTE: Once this appeal has been reviewed, additional documentation may be required.

What is the reason(s) for the reduction in income?

<input type="checkbox"/> UNEMPLOYMENT	→	Complete <b>Section A</b>
<input type="checkbox"/> REDUCED WAGES		
<input type="checkbox"/> OTHER	→	Complete <b>Section B</b>

A. If you checked “**UNEMPLOYMENT**” or “**REDUCED WAGES**”

Who has experienced a reduction in income? (Please check all boxes that apply)

PARENT     STUDENT     SPOUSE

Did the person(s) indicated work in 2022 but lost their job or experienced reduced wages prior to August 2024?

YES         NO

If you checked “**NO**”, an adjustment ***cannot be made***. Do not complete the remainder of this form.

If you checked “**YES**”, provide the following documentation and complete the sections required:

- Personal letter, signed and dated by individual indicated above, describing the situation;
- Verification from employer (on letterhead) confirming that the individual worked in 2021 but lost their job or experienced reduced wages in 2024;
- Copy of last pay stub listing YTD gross income and/or unemployment benefits letter;
- Copy of 2022 Federal Tax Return Transcript from the IRS;
- Complete Section 6 and Section 7

B. If you checked “**OTHER**”

- Provide a personal letter, signed and dated by appropriate individuals, describing the situation;
- Submit supporting documentation such as court documents or statements from appropriate agency(s) verifying loss of benefits, notification from employer, final pay stubs etc.;
- Copy of 2021 Federal Tax Return Transcript from the IRS;
- Complete Section 6 and Section 7

An example would be untaxed income or benefits received in 2021 that has been reduced or lost in 2023. The documentation would include court documents or statements from appropriate agency(s) verifying that the untaxed income or benefit was received in 2021 but lost or reduced in 2023.

## SECTION 4 - UNUSUAL MEDICAL AND DENTAL EXPENSES

Keep in mind – UMSL’s standard cost of attendance allowance factors in normal office visits and general standard of care. Please only submit documentation for expenses that are NOT part of standard care.

Please provide the following documentation:

- Personal letter, signed and dated by appropriate individuals, describing the situation and listing expenses paid;
- Explanation of Benefits* form from your insurance co., or, if student/spouse or parent(s) do not have insurance, the appropriate party must provide copies of paid billing statements for medical/dental expenses;
- Complete Section 7

Medical expenses that have already been itemized on your 2021 tax transcript **will not** be considered when calculating additional medical expenses

## SECTION 5 - ADDITIONAL EDUCATIONAL RELATED EXPENSES

Please provide the following documentation:

- Personal letter, signed and dated by appropriate individuals, describing the situation and listing expenses paid
- Supporting documentation *as indicated below*
- Complete Section 7

*Note: These adjustments generally increase a budget item in your cost of attendance allowing students/parents to borrow additional funding.*

<b>Elementary/Secondary School Tuition</b>	The student and spouse (if applicable), or parent(s) of dependent children, must submit ( <b>on letter head</b> ) documentation from the elementary or secondary school stating tuition paid minus any scholarship(s) awarded for tuition for 2023-2024 aid year.
<b>Repairs to Student’s Vehicle</b>	The student must submit <b>paid receipts</b> for repairs performed between 8/22/2023 and 7/30/2024. Estimated receipts will not be considered. Repairs performed must be for the student’s vehicle and <b>cannot</b> include oil changes, tires, or the purchase of a new or used vehicle.
<b>Child Care Expense</b>	The student must submit documentation from the third-party child care provider indicating monthly child care costs for each child.
<b>Required Books and/or Supplies</b>	The expenses must be required of every student in the class. The student must submit <b>paid receipts</b> before an adjustment will be made.
<b>Other</b>	Provide a written explanation of the expense and appropriate documentation. Additional documentation may be requested by this office.

