FAFSA Data Appeal Form Instructions

We understand that the FAFSA does not take into account all situations and some students have special circumstances that impact their ability to pay for college. In order to review these situations, we require certain documentation. Prior to submitting an appeal, please read the following information.

GRADUATE STUDENTS – this type of appeal is not beneficial to you as your financial aid options through our office are limited to student loans. Please contact our office to discuss other options.

- Our office will verify all 2021-2022 FAFSA data prior to considering any appeal.
- During the appeal review, if any of the provided documentation conflicts with any information previously reported on the FAFSA, then our office is required to resolve the conflicting information regardless if the appeal is approved or denied. This could cause an increase or decrease to your current financial aid. Any increases in aid are subject to fund availability.
- We may request more information after reviewing the required items listed on this form.
- The average processing time is 3 weeks.
- Please ensure that you provide all required documentation upon initial submission.
- Approval of an appeal does not guarantee additional aid.
- Appeals cannot be used simply to request more financial aid. Students must accept all aid offered including federal loans for appeal to be considered.

Reasons for Appeal:
Examples of appeal reasons include, but are not limited to the following:

- Unemployment of more than 4 weeks following job loss.
- Death of a student’s parent or spouse.
- The family has incurred extraordinary medical/dental expenses.
- The student’s parent is attending college at least half-time in a degree-seeking program.
- The student or the student’s parents have separated or divorced.
- The student or parent(s) no longer receives recurring income such as child support or other sources of income.
- The parent or student has received payment(s) of non-recurring income (i.e. 401(k) or IRA withdrawal) which were unavailable for educational expenses.

Deadlines:
- Appeals must be submitted by November 5, 2021 for students attending fall semester only.
- Appeals must be submitted by April 1, 2022 for students attending fall/spring or spring semester only.

Please include the student’s Virginia Tech ID (begins with 90xxxxxx) on the top of each page.

Please review the attached FAFSA Data Appeal Form which lists the additional items for each type of appeal. If you choose to pursue the appeal, please submit all required documents upon initial submission.

(Please Note: We suggest using our secure document uploader or fax as a more secure method of delivery. Virginia Tech does not open email attachments.)
2021-2022
FAFSA Data Appeal Form

Student ID #: ____________________________  Grad Date ___________ MonthYear
Email __________________________________

Student’s Full Legal Name: ____________________________
(Please print clearly)  Last ____________________________  First ____________________________  Middle ____________________________

The Office of University Scholarships and Financial Aid will review your appeal and will notify you of the outcome of the appeal.

Deadline:  
• Appeals must be submitted by November 5, 2021 for students attending fall semester only.
• Appeals must be submitted by April 1, 2022 for students attending fall/spring or spring semester only.

Required for all appeals:

☐ Written statement of student or parent describing the appeal circumstances. Use box provided on this form or attach a separate document.

☐ FAFSA Data Appeal Form, completed and signed by both student and parent, if student is dependent.

☐ Verification Worksheet
  o Dependent students verification worksheet
  o Independent student verification worksheet

☐ Required tax return documentation for verification
  o If you used the IRS Data Retrieval Tool on the 21-22 FAFSA, you do not need to submit tax documents.
  o If you did not use the IRS Data Retrieval Tool, provide a copy of your 2019 federal tax return transcript or a signed copy of your 2019 federal tax return.

☐ Additional documentation listed below. You will find any forms or worksheets requested below here.

<table>
<thead>
<tr>
<th>REASON FOR APPEAL</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
</table>
| 1. The student’s parent or spouse has died since completion of FAFSA. | ☐ Copy of the parent’s or spouse’s death certificate.  
  ☐ Complete Marital Status/Tax Filing Worksheet (for parents or student/spouse as applicable). |
| 2. The student’s parent(s) is attending college at least half-time in a degree-seeking program. | ☐ Documentation of parent’s enrollment including credits for the 2021-2022 academic year.  
  ☐ Documentation of parent enrollment in a degree-seeking program.  
  ☐ Documentation of any cost reimbursement (by employer for example). |
| 3. The student or parent(s) no longer receives recurring income such as child support, taxable social security, alimony, or other sources of income. | ☐ If benefits are terminated – documentation of the monthly benefit amount received and date of benefit termination.  
  ☐ If benefits are reduced – documentation of both original benefit amount, date of reduction, and reduced benefit amount. |
| 4. Parent or student has received payment(s) of non-recurring income that is not available for educational expenses. | ☐ Documentation of fund amount and the source of the funding.  
  ☐ Documentation of how funds were spent or obligated.  
  Examples may include 401(k) or IRA early withdrawal, etc. |
<table>
<thead>
<tr>
<th>CHECK</th>
<th>REASON FOR APPEAL</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
</table>
| 5.    | Extraordinary family medical/dental expenses not covered or reimbursed by insurance. | ☐ For 2019 expenses - submit a 2019 IRS 1040 Schedule A if you itemized medical expenses. If you did not itemize, submit proof of medical expenses paid in 2019*.  
☐ For 2020 expenses – submit a 2020 IRS 1040 Schedule A. If that has not yet been filed or if you will not itemize, submit proof of medical expenses paid in 2020*.  
Insurance Explanation of Benefit (EOB) is not acceptable documentation. Please do not send cancelled checks or credit card statements. |
| 6.    | The student or the student’s parents have separated or divorced. | Dependent Student  
☐ Letters from both parents stating the date of separation and identifying the parent with whom the student will reside with for the majority of the year. The parent with whom the student will not reside with for the majority of the year should state how much support (if any) will be given monthly to the custodial parent for all family members.  
☐ Copies of a utility bill, etc. from each parent supporting separate physical addresses.  
☐ Complete Marital Status/Tax Filing Worksheet for Parent(s)  
Independent Student  
☐ Letters from both student and spouse. The letters should list any dependents and include the amount of support payments (if any) provided to the student or dependents.  
☐ Complete Marital Status/Tax Filing Worksheet for Students. |
| 7.    | The student or parent(s) income has been significantly reduced. *Please note that the earliest we will consider an appeal due to unemployment will be 4 weeks from the date of termination. | Significant loss of income due to termination or change in employment  
☐ Copy of separation notice.  
☐ Final pay stub and documentation of severance pay (if applicable).  
☐ Documentation of unemployment benefits (if applicable).  
☐ Copy of 2020 tax return (preferred) OR written statement of estimated earnings and non-taxable income for 2021.  
Significant reduction in income  
☐ Copy of last pay stub prior to income reduction.  
☐ Copy of most recent pay stub showing reduced earnings.  
☐ Copy of 2020 tax return (preferred) OR written statement of estimated earnings and non-taxable income for 2021. |
<table>
<thead>
<tr>
<th>Asset Information (as of the date you filed the FAFSA)</th>
<th>Parent Amount (whole dollars only)</th>
<th>Student Amount (whole dollars only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance of Cash, Savings, and Checking</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Net worth of Investments ((Value \ minus \ debt = current \ net \ worth))</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Net worth of Business and/or Farm ((Value \ minus \ debt = current \ net \ worth))</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Statement describing the reason for appeal request**

- Include student’s last name and Virginia Tech ID number on every page of documentation.
- Allow at least three weeks after submitting all requested documents for your appeal results.

If I purposely give false or misleading information, I may receive a fine, a prison sentence, or both. By signing this form, I certify that all information is complete and correct.

**Student's Signature** ___________________________ Date _____________

Electronic signatures are not allowed

**Parent’s Signature** ___________________________ Date _____________

Dependent students only
**2021-2022**  
**Statement of Estimated Earnings**

<table>
<thead>
<tr>
<th>VT Student ID</th>
<th>Last Name</th>
<th>First Name</th>
</tr>
</thead>
</table>

*This is supplemental information for the FAFSA Data Appeal Form.*

Please complete the following information **only** if you or your parent will earn less income in 2021 than was earned in 2019.

<table>
<thead>
<tr>
<th>Income Sources</th>
<th>Earned Income (Year-to-Date)</th>
<th>+ Estimated Income (Today to Year-End)</th>
<th>= 2021 Total Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent #1 – Wages (all jobs)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Parent #2 – Wages (all jobs)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Student – Wages (all jobs)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Spouse (if applicable) – Wages (all jobs)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Income or loss of Business or Farm</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>IRA Distributions</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment Compensation</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Severance Pay</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Taxable Income</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

If I purposely give false or misleading information, I may receive a fine, a prison sentence, or both. By signing this form, I certify that all information is complete and correct.

**Student’s Signature**  
______________________________  
**Date**  
______________________________

**Parent’s Signature**  
______________________________  
**Date**  
______________________________

Electronic signatures are not allowed