

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.

- 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 90xxxxxxx) 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.)

CHECK	REASON FOR APPEAL	REQUIRED DOCUMENTATION
<input type="checkbox"/> 5.	<p>Extraordinary family medical/dental expenses not covered or reimbursed by insurance.</p> <p>Paid expenses only can be appealed for one calendar year, either 2019 or 2020.</p>	<p><input type="checkbox"/> 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*.</p> <p><input type="checkbox"/> 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*.</p> <p>Insurance Explanation of Benefit (EOB) is <u>not</u> acceptable documentation <u>Please do not send cancelled checks or credit card statements.</u></p>
<input type="checkbox"/> 6.	<p>The student or the student's parents have separated or divorced.</p>	<p>Dependent Student</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Copies of a utility bill, etc. from each parent supporting separate physical addresses.</p> <p><input type="checkbox"/> Complete Marital Status/Tax Filing Worksheet for Parent(s)</p> <p>Independent Student</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Complete Marital Status/Tax Filing Worksheet for Students.</p>
<input type="checkbox"/> 7.	<p>The student or parent(s) income has been significantly reduced.</p> <p>*Please note that the <u>earliest</u> we will consider an appeal due to unemployment will be 4 weeks from the date of termination.</p>	<p>Significant loss of income due to termination or change in employment</p> <p><input type="checkbox"/> Copy of separation notice.</p> <p><input type="checkbox"/> Final pay stub and documentation of severance pay (if applicable).</p> <p><input type="checkbox"/> Documentation of unemployment benefits (if applicable).</p> <p><input type="checkbox"/> Copy of 2020 tax return (preferred) OR written statement of estimated earnings and non-taxable income for 2021.</p> <p>Significant reduction in income</p> <p><input type="checkbox"/> Copy of last pay stub prior to income reduction.</p> <p><input type="checkbox"/> Copy of most recent pay stub showing reduced earnings.</p> <p><input type="checkbox"/> Copy of 2020 tax return (preferred) OR written statement of estimated earnings and non-taxable income for 2021.</p>
<input type="checkbox"/> 8.	<p>Correction to income or asset information reported.</p>	<p><input type="checkbox"/> Detailed description of error and correction.</p> <p><input type="checkbox"/> Documentation of correct amount (for example, if mortgage value and debt of non-primary residence was misreported, a copy of the mortgage statement and most recent assessment of property should be sent).</p>

Asset Information (as of the date you filed the FAFSA)	Parent Amount (whole dollars only)	Student Amount (whole dollars only)
Balance of Cash, Savings, and Checking	\$	\$
Net worth of Investments (<i>Value minus debt = current net worth</i>)	\$	\$
Net worth of Business and/or Farm (<i>Value minus debt = current net worth</i>)	\$	\$

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

VT Student ID

Last Name

First Name

***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.

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

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