Bay Path University
2014 – 2015 Appeal for Special Circumstance

Student Name _____ Soc. Sec. No. _____

Parent Name (if applicable) _____

A. Appeal Information:

Bay Path University makes its best offer of financial aid in the initial award letter. Requests for additional financial aid should be based on special circumstances not reflected on your Free Application for Federal Student Aid (FAFSA). Examples of special circumstances include divorce, medical or dental expenses, reduced income or the death of a parent or spouse. We will not consider requests for reconsideration due to circumstances such as cash flow problems, inflation, private school education, major purchases, mortgage payments or consumer debt.

B. Reasons for Appeal:

√Check all that apply

- [ ] Decrease in student/spouse income in 2014
- [ ] Decrease in parent income in 2014
- [ ] Unemployment or change of employment status for student/spouse or parents
- [ ] Death of spouse or parent
- [ ] Divorce or separation
- [ ] Unreimbursed medical or dental expenses for 2013
- [ ] One-time payment that over-inflated your annual income
- [ ] Elementary or secondary school special education expense
- [ ] Other circumstances:_____

C. Income Information (all lines must be completed. If answer is zero, enter "0"):
YOU MUST PROVIDE DOCUMENTATION of HOW YOU ARRIVED AT THE FIGURES BELOW

Income 2014	Student	Spouse	Parent (1)	Parent (2)
Wages, Salaries, tips	$	$	$	$
Other taxable income	$	$	$	$
Unemployment benefits	$	$	$	$
Severance pay	$	$	$	$
Alimony	$	$	$	$
Disability benefits	$	$	$	$
Workers Compensation	$	$	$	$
Social Security benefits	$	$	$	$
Child support	$	$	$	$
Other untaxed income	$	$	$	$
TOTAL INCOME FOR 2014	$	$	$	$

D. Please explain your special circumstances in detail. Attach additional sheets if necessary:

_____
_____
_____
_____

E. Signature and Certification
I certify that the information submitted for this appeal is true and complete to the best of my knowledge. I agree to provide all supporting documentation required. I understand that failure to comply may result in the cancellation of this appeal.

Student Signature: _____ Date: _____

Spouse Signature: _____ Date: _____
(required if married)

Parent Signature: _____ Date: _____
(required for dependent student)

F. Documentation Requirement

The Bay Path University Financial Aid Application **must** be included with all appeals.

In addition, supporting documentation **must** be submitted along with the Appeal for Special Circumstance form otherwise the appeal will be considered incomplete and not reviewed for additional assistance.

The following is acceptable documentation which must be attached to the Appeal for Special Circumstance:

1. Loss of employment or change in employment status
   - Statement of anticipated income from January 1, 2014 through December 31, 2014
   - Signed statement from the student/parent explaining reason for unemployment
   - Year to date pay stubs showing all income earned from work for 2014
   - Termination letter and/or any documentation regarding severance pay
   - Unemployment benefits statement

2. Divorce or separation
   - Divorce – copy of divorce decree
   - Separation – copy of legal separation agreement or signed statement from your attorney

3. Death of spouse or parent
   - Death certificate or an obituary notice

4. Unreimbursed medical or dental expenses for 2013
   - Copies of any large bills
   - Canceled checks or receipts showing amount paid with statement from insurance company showing expenses were not reimbursed

5. Other circumstances
   - Any relevant documentation which will support request for reconsideration

Please note: Student Financial Services reserves the right to request additional information not listed on this form if deemed necessary to support request for additional aid.

Return all documentation to:
Bay Path University
Student Financial Services
588 Longmeadow Street
Longmeadow, MA 01106
Fax: 413-565-1101

OFFICE USE ONLY

Approved _____

Denied_____

Comments:

_____
_____
_____

Date: _____

SFS Signature:_____

7/14