



Office of Student Financial Aid

410-651-6172

FAX: 410-651-7670

**Request for Special Consideration and/or Re-evaluation**

Academic Year: \_\_\_\_\_

The process of determining a student’s eligibility for federal aid is basically the same for all students. However, we realize that a family’s situation may change or there may be special circumstances that cannot be addressed on the Free Application for Federal Student Aid (FAFSA). Therefore, *in some cases*, the OSFA may take into account circumstances that might affect you and your family’s ability to contribute to your education. If you believe that you or your family are burdened by special circumstances, please provide all requested documentation along with this completed form and submit it to the Office of Student Financial Aid. The OSFA will review your information and determine if your circumstances warrant any adjustment(s). If adjustments are made, the OSFA will make necessary corrections to your FAFSA and send you a revised award notification. The decision of the OSFA is *final* and cannot be appealed to the U.S. Department of Education.

You will normally receive a response to your request within 10 – 14 business days. This time response may increase during peak periods such as registration.

*Please type this form or write legibly in ink; applications written in pencil will not be considered.*

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

\_\_\_\_\_  
Mailing Address City State & Zip Code

\_\_\_\_\_  
Home Phone Work or Alternate Phone

**Certification:**

My signature below certifies that the information I have attached to this form is accurate and correct to the best of my knowledge. If I have purposely given false or misleading information, I understand that I will have to repay all financial aid I received. In addition, I may be referred to the Secretary of the U.S. Department of Education and may be subject to a fine of \$10,000 and/or imprisoned.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Spouse Signature (if applicable) Date

\_\_\_\_\_  
Parent Signature Date

**Please see reverse side for documentation information.**

Return this form and all required documentation by mail, fax or email to:  
Office of Student Financial Aid; SDC Bldg. , Suite 1100; Princess Anne, Maryland 21853  
email: financialaid@umes.edu FAX: 410-651-7670



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### **Required Documentation for Special Consideration and/or Re-evaluation**

#### **Required documentation for all parents and students requesting special consideration and/or re-evaluation:**

- A *typewritten letter* with original signatures of the parent and student and date explaining the reason(s) for a change in family situation
- Federal 1040 tax return transcript(s)** for the most recent tax year for all parties.  
The tax return transcript **MUST** be requested from IRS and **IS NOT** the same as copies of tax return documents you received from your tax preparer.
- Copies of **all W-2's** for all parties for the most recent tax year.
- Verification Worksheet** (Dependent or Independent)  
(available in our office or under "Forms and Instructions" on [www.umes.edu/financialaid](http://www.umes.edu/financialaid))

#### **Additional required documentation based on your situation:**

- A. Required documentation for parents and students making this request due to a change in employment and/or unemployment: (all that apply)
  - 1. Letter from employer indicating the last day of employment, any severance pay, and/or any benefits that will continue after dismissal.
  - 2. Statement from employer or last pay stub showing year to date earnings as of the last day of employment for all parties involved.
  - 3. Proof of receipt of or denial for unemployment benefits.
  - 4. Proof of any disability pay and/or social security benefits, if applicable.
  - 5. If there has been a reduction in income due to a change in employment, include proof of new salary.
  - 6. Proof of student's spouse's income for most recent tax year (if applicable).
- B. Required documentation for divorce or separation: (all that apply)
  - 1. Copy of the legal separation agreement or divorce decree.
    - a) If there is no written legal separation agreement, you should provide proof that parents are living in and maintaining separate residences. This may include lease agreements, utility bills, etc.
  - 2. Copy of all W2 forms for the most recent tax year for the supporting parent.
  - 3. Proof of any child support and/or alimony received.
- C. Required documentation for loss or change in child support, alimony, social security benefits, disability benefits and/or unemployment compensation: (all that apply)
  - 1. Proof of the funding for the most recent tax year.
  - 2. Proof of the loss of funds from the awarding agency or attorney (child support and alimony).
- D. Required documentation for nonrecurring income:
  - 1. Explanation/documentation of the origin of the money and how the money was spent or invested.
- E. Required documentation for other special conditions not covered by any of the above stipulations:
  - 1. Any and all supporting documentation to clarify your request.

*The Office of Student Financial Aid may require additional documentation as it deems appropriate before rendering a decision. A decision will not be made until all required documentation is provided.*

**PLEASE NOTE: All documentation submitted from third parties must be notarized where applicable. Documentation from official agencies should be submitted typewritten on the agency's letterhead with appropriate contact information.**