The 2012-13 FAFSA requires submission of 2011 income. If you, your spouse (if married), or your parent (if dependent) have experienced a significant decrease in your income, you may file this appeal. Standard living expenses/bills are not reasons for consideration of this appeal. Submitting this appeal does not guarantee approval or increase in your eligibility for financial aid. You will receive a written response regarding the outcome of this appeal.

Please complete the following steps and attach all required documentation as outlined below:

☐ **Step 1:** Complete a 2012-2013 FAFSA application and submit all requested forms for your 2012-2013 financial aid file

☐ **Step 2:** Complete the 2012-2013 Appeal for Special Circumstances Form and submit applicable documentation as outlined below

a. **For loss of employment submit:**
   - Copy of notice of separation from the employer(s) showing employment status and date of termination, or reduction in hours
   - Current proof of year-to-date gross earnings, and any additional benefits paid, (e.g. severance pay, vacation pay, retirement benefits, etc.)

b. **For loss of untaxed income or benefits submit:**
   - Copy of termination notice from the granting agency/company, court order, or document from caseworker
   - Current proof of year-to-date benefits received

c. **For separation, divorce, or death submit:**
   - A copy of death certificate in case of death of a parent/spouse
   - Documentation demonstrating loss of income due to separation, divorce, or death

d. **For one-time income submit:**
   - A copy of documentation from an employer, the court, or agency to support your written statement
   - If rollover into a Roth IRA, a statement from the investment company that indicates the amount converted to the IRA

e. **For out-of-pocket medical expenses paid submit:**
   - Proof of payment of unusual/unexpected medical expenses paid out-of-pocket that insurance did not cover/reimburse. (Copies of receipts or cancelled checks must accompany billing statements. Billing statements must clearly indicate portions that have been paid by your insurance or other agency.)

☐ **Step 3:** Attach a signed written statement from the person(s) experiencing a decrease in income

☐ **Step 4:** Submit Verification Documents (Verification Worksheets available on our website)
a. If independent, complete the **2012-2013 Independent Verification Worksheet** and attach a copy of your/your spouse’s (if married) 2011 IRS transcript.

b. If dependent, complete the **2012-2013 Dependent Verification Worksheet** and attach a copy of your and your parent’s 2011 IRS transcript.

c. If submitting this appeal after 1/1/2013, provide copies of 2012 IRS transcript and 2012 W-2’s

☐ **Step 5**: Please check the reason(s) for your appeal and attach all required documentation as outlined above.

**Student/Spouse:**
- Loss of my/my spouse’s employment
- Loss of my/my spouse’s untaxed income or benefits
- Separated after FAFSA was filed
- One-time income received in 2011
- Significant out-of-pocket medical expenses
- Other (attach explanation)

**Parent (for dependent student):**
- Loss of parent(s) employment
- Loss of my parent(s) untaxed income or benefits
- Separated after FAFSA was filed
- One-time income received in 2011
- Significant out-of-pocket medical expenses
- Other (attach explanation)

Please provide projected income for 2012 for all applicable individuals.

<table>
<thead>
<tr>
<th>Projected 2012 Income</th>
<th>Student</th>
<th>Spouse (if applicable)</th>
<th>Mother (if applicable)</th>
<th>Father (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages, salaries, tips (earnings from work)</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Unemployment</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Severance Pay</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Worker’s Compensation, Disability</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Child Support</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Social Security Benefits</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Cal Works/TANF</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Cash Assistance from family, friends, etc.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Income Source:</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Projected 2012 Income</strong></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Each person signing this form certifies that all the information reported on it is complete and correct.

________________________________________  ___________________________
Student’s Signature         Date

________________________________________  ___________________________
Parent’s Signature (if applicable)       Date

**FOR OFFICE USE ONLY**

☐ Approved     ☐ Denied

By: ___________________ Date: ___________________