



EASTERN CONNECTICUT STATE UNIVERSITY

Office of Financial Aid

2023-2024 Request for Additional Financial Assistance

Special Circumstances Appeal Form

Name:		Eastern ID:	
Telephone Number:	Email:	Date:	

According to federal laws and regulations, a family's 2021 income is used to assess financial need for the 2023-2024 school year. If you think the information submitted on your FAFSA no longer accurately represents your family's current financial situation, a Financial Aid Counselor may be able to re-evaluate your financial need.

INSTRUCTIONS:

Complete this entire form, and email to financialaid@easternct.edu. The Special Circumstances Process is completed in 3 steps, and usually takes a minimum of about three weeks from start-to-finish:

- **Step 1:** Submission of Appeal form and initial review of your circumstance by a Financial Aid Counselor. If your circumstance is determined eligible to move forward in the process, your Counselor will contact you for additional documentation. This will include the federally required process of FAFSA Verification.
- **Step 2:** Submission of additional documentation to your Counselor, and completion of FAFSA Verification. You will hear from your Counselor as documentation is needed throughout this step of the process.
- **Step 3:** Financial Aid Counselor will evaluate your submission(s), and updates will be made to your FAFSA. You will be notified via email of the changes made to your financial aid package due to the Special Circumstances Appeal Process.

Check all that apply:

Loss of parent employment

Reduction in student income

Loss of student employment

Excessive medical/dental expenses

Reduction in parent income

Separation/Divorce/Death

Please explain your situation below. If you have a separate document with your explanation, feel free to include it in your submission email, and write “See attached” in the box below.

To begin the Special Circumstance Appeal process, please email this completed form to financialaid@easternct.edu. Also, please note that you may also be required to complete verification with Inceptia and/or provide additional information that your Financial Aid Counselor requests.

By signing below, I/we certify that all information reported on this form is complete and correct.

Student Signature Date

Parent Signature Date