



EASTERN CONNECTICUT STATE UNIVERSITY

Office of Financial Aid

**2021-2022 Request for Additional Financial Assistance**

**Special Circumstances Appeal Form**

Name:	Eastern ID:
Telephone Number:	Date:

According to federal laws and regulations, a family’s 2019 income is used to assess financial need for the 2021-2022 school year. If, as a result of extenuating circumstances, your 2021 income is substantially reduced, a financial aid administrator may be able to use your estimated 2021 income to reassess your financial need. If you have not already done so, please complete the [FAFSA](#), the required financial aid application, prior to submitting this form.

**INSTRUCTIONS:**

Complete this entire form, and be sure to indicate the reason for the change in income. Attach supporting documentation, your explanation, and this signed form, in one email to [financialaid@easternct.edu](mailto:financialaid@easternct.edu).

**Check all that apply:**

- |  |  |
|--|--|
| <input type="checkbox"/> Loss of parent employment<br>Supporting documents: Last paystub/<br>unemployment benefits/layoff paperwork  | <input type="checkbox"/> Reduction in student income<br>Supporting documents: Last<br>paystub/Proof of hours reduction |
| <input type="checkbox"/> Loss of student employment<br>Supporting documents: Last paystub/<br>unemployment benefits/layoff paperwork | <input type="checkbox"/> Excessive medical/dental expenses<br>Supporting documents:<br>Medical/Dental bills            |
| <input type="checkbox"/> Reduction in parent income<br>Supporting documents: Last paystub/<br>Proof of hours reduction               | <input type="checkbox"/> Separation/Divorce/Death<br>Supporting documents: Divorce<br>paperwork/death certificate      |

**Once we review this request, you may be required to submit additional documentation such as:**

- Complete verification with Inceptia, if selected
- 2021-2022 Verification Worksheet
- 2019 and 2020 signed Federal Tax Return or
- 2021-2022 Non-Tax Filer Verification form
- Additional supporting documentation may be requested if needed

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.

For this request to be processed, you must submit this form, along with all supporting documents required, in a single e-mail to [financialaid@easternct.edu](mailto: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.

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Student Signature

Date

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Parent Signature

Date