



2021-2022

## Income Appeal for Independent Students For Loss of Income in 2020

(Speak to a Student Financial Specialist before filling out this form)

**Student Name:** \_\_\_\_\_

**COTC ID:**

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The Student Financial Services (SFS) office has established an appeal process to allow for adjustments to an individual’s federal aid application based on special circumstances within the household. (*Examples: involuntary unemployment, forced retirement, other non-elective loss of earned income.*) When considering an appeal, SFS considers the availability of funds, the timeliness of the original 2021-2022 FAFSA (Free Application for Federal Student Aid) submission, and the nature of the change in circumstances. Please note that not all changes in circumstances will result in an adjustment to the student’s financial aid eligibility. **If tuition and fees have been paid through a third party sponsor such as Job and Family Services, approval of this appeal and additional funding may result in a refund to the third party sponsor rather than the student.**

In addition to completing this form, you **must submit** appropriate third-party documentation to support your appeal. Appeals will not be considered for voluntarily leaving a job or one time capital gains and IRA distributions. (Exceptions: being enrolled in or enrolling in a program which discourages working while in the program). Student Financial Specialists are available to discuss individual circumstances. **\*\*Failure to substantiate your circumstances WILL result in your appeal being denied for lack of documentation.**

**To complete an appeal, provide:**

1. A typed statement explaining in detail why you are requesting this appeal.
2. Third party documentation of change such as: letter from the human resource department or supervisor showing the last day worked or if there is a reduction of income, notice from agency showing dates benefits/untaxed income was terminated, etc. **If the documentation is not provided on official letterhead, it must be notarized.**
3. Copies of your and/or spouse’s (if married) most recent (last three) paystubs **AND** Unemployment Benefits Statement.
4. 2021 untaxed income below for January 1, 2021 – December 31, 2021. Do NOT leave blanks; use zeroes, if appropriate.

	<u>Student</u>	<u>Spouse</u>
Payments to tax-deferred pensions and IRAs (401K, 403b, PERS, STRS, SERS, CSRS, KEOGH, etc.)	\$ _____	\$ _____
Worker’s Compensation:	\$ _____	\$ _____
Child Support Received (provide official documentation):	\$ _____	\$ _____
Living and housing allowance for clergy/military:	\$ _____	\$ _____
Veteran’s non-educational benefits:	\$ _____	\$ _____
Retirement and/or disability benefits:	\$ _____	\$ _____
Other income and benefits: Source(s): _____	\$ _____	\$ _____
Source(s): _____	\$ _____	\$ _____
Cash received, or money paid on your behalf: Source/recipient: _____	\$ _____	\$ _____

Income Appeals must be submitted to Student Financial Services. Once your appeal is reviewed, you will be notified of the results within four weeks via your COTC-issued email account.

**Certification Statement:**

All the information provided on this form is true and complete to the best of my knowledge. I understand that I may be asked to provide additional documentation after a review has been completed. I also understand by submitting this appeal, I may be selected for verification for 2021-2022.

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Student Signature (**Required. DO NOT SIGN ELECTRONICALLY**)

Date

**TO RETURN THIS FORM:** **UPLOAD** all forms and documents in the **Student Assistance Portal**. Select the "Assistance" icon in the upper right-hand corner of the screen, followed by "Submit Financial Aid Documents" from the drop-down menu. Or, you can **FAX** to: 740-364-9533, or **MAIL** to: COTC, Student Financial Services, 1179 University Dr., Newark OH 43055. **DO NOT submit this form via email** as it will not be accepted.

All documents and forms submitted to Student Financial Services become the property of Central Ohio Technical College and cannot be copied or returned to the student, spouse, or parent (i.e. tax returns, verification worksheets, W2s, etc.)

**FOR OFFICE USE ONLY:**

SFS Specialist Reviewed \_\_\_\_\_

Selected for Verification \_\_\_\_ Yes \_\_\_\_ No      Verification Complete \_\_\_\_\_

CHECKED FOR 3<sup>RD</sup> PARTY RESOURCES \_\_\_\_\_

Current EFC:

Current Pell:

Estimated New EFC:

Estimated New Pell:

Director Comments:

Director Signature: