**Special Circumstance Appeal 2021-22**

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| **Student Name:** |  | **W#:** |  |

**Step 1: Complete the coversheet by providing supporting documentation**

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| **Significant loss of income due to job loss or change in employment***.* | Detailed explanation of the income change/termination/unemployment  Effective date of unemployment/change in income:  Estimated 2021 Income Worksheet  Copy of the 2020 1040 (signed and dated); all applicable schedules and W2(s) | Copy of the most recent pay-stub showing your year-to-date earnings  Separation/termination letter from your employer  Copy of severance benefits, if applicable  Copy of unemployment benefits, if applicable |
| **One-time/Non-Recurring Income** | Detailed explanation, including how the one-time income was used  Documentation of the IRA distribution, sale of property, inheritance, etc.  2020 and/or 2021 signed and dated federal tax return 1040 form (including Schedules and W2s) | |
| **Significant Medical/Dental/Family Care Expenses** | Detailed explanation  Complete medical expense form  Provide a 1040 Schedule A if you itemized from the tax year medical expenses occurred.  2019 and/or 2020 federal tax return (including Schedules and Form W2s) | |
| **Change of Marital Status for Dependent Student** | Effective Date:  Provide a copy of Marriage Certificate  Student and spouse 2020 and 2021 tax returns and W2s | |
| **Divorce or separation of parents or spouse** | Effective Date:  Divorce agreement; letter from attorney validating legal proceedings have begun  Federal Income Tax Returns and W2s for both parents  Name of custodial parent:  If separated, documentation showing parents maintain two separate households. | |
| **Death of Parent(s) or Spouse** | Date of death:  If death occurred during the 2021 year, complete estimated income form.  Provide copy of death certificate or obituary | Copy of the 2020 Federal IRS Tax Form (signed and dated), applicable schedules; W2s  Statement describing how the death of the family member has impacted the ability to pay for educational expenses |
| **Other** | Detailed explanation on the impact this “other” circumstance may have on the ability to pay for educational expenses.  Supporting income information: recent 1040, schedules; W2s  Any other pertinent supporting documentation | |

**Step 2: Tax Return/Tax Return Transcript and W-2 form(s)**

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| **Submit the following information with this form:** |
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| A copy of your (and your spouse’s, if married) 2019 IRS Tax Return Transcript/Tax Return and W-2 form(s). NOTE: You may visit [www.irs.gov/Individuals/Get-Transcript](http://www.irs.gov/Individuals/Get-Transcript) or call 1-800-908-9946.  If change in circumstance occurred in tax year 2020, then include a copy of your (and your spouse’s, if married) 2020 IRS Tax Return Transcript/Tax Return and W-2 form(s). |
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**Step 3: Signed letter detailing your reason for appeal**

You may use the space provided to clearly explain your special circumstances. You may also attach a letter if more space is needed.

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**Student/Parent Certification**

I certify that, as of the date this application is signed, the information included herein is true and accurate to the best of my/our knowledge and is not falsely represented. I understand the submission of an appeal does not release the student of paying the University of Wyoming bill by the published due dates. I understand there is no guarantee that an appeal will result in additional funding. I understand that any revisions based on this appeal does not guarantee the same adjustments will be made in future semesters and/or academic years.

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| **Student Signature** |  | | **Date** |  |
| **Parent or Spouse Signature** | |  | **Date** |  |