



## Special Circumstance Appeal 2024-25

**Student Name:** \_\_\_\_\_ **W#:** \_\_\_\_\_

**Email:** \_\_\_\_\_

- Special circumstance evaluations are made on a case by case basis and do not guarantee eligibility for aid.
- Only undergraduate students should complete this form. Change in circumstances for graduate students would not result in any changes to your financial aid offer.
- Only one appeal will be accepted per academic year. In some cases, a subsequent request may be considered.
- Processing during peak times may take 4-6 weeks however we aim to process completed appeals in 15 business days.
- If you have questions, please reach out to [finaidappeal@uwyo.edu](mailto:finaidappeal@uwyo.edu) or call 307-766-2116.

### Section A: Special Circumstance Letter

Attach a letter of explanation that details the unusual or special circumstance that you were unable to address on your FAFSA. Please be as descriptive as possible. Letters must be signed and dated with a wet signature, not typed. Requests will not be considered without a written statement.

Written statement attached.

### Section B: Documentation Required for Special Circumstance

Please check all that apply to your circumstances that you would like to be considered for you appeal. Required documentation listed must be submitted before appeals can be processed.

Significant loss of income due to job loss or change in employment

If loss of income occurred during 2024, please fill out the Income Projection Review.

**Effective date of unemployment/change in income:** \_\_\_\_\_

Required Documentation;

- Copy of student/spouse's 2023 federal tax return signed and dated; all applicable schedules
- Copy of student/spouse's 2023 W2(s)
- Copy of student/spouse's most recent paystubs(s) showing year-to-date earnings
- Separation/termination letter from student/spouse's employer if applicable
- Copy of student/spouse's severance benefits if applicable
- Copy of student/spouse's unemployment benefits if applicable



**Divorce or Separation**

**Effective date of divorce/separation:** \_\_\_\_\_

**Custodial Parent if you have dependents:** \_\_\_\_\_

Required Documentation;

- Divorce agreement/letter from attorney validating legal proceedings have begun
- Copy of student/spouse's 2023 federal tax return signed and dated; all applicable schedules
- Copy of student/spouse's 2023 W2(s)
- If separated, documentation showing student/spouse maintain two separate households.

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**Death of Spouse**

**If death occurred during 2024, please fill out the Income Projection Review.**

**Date of death:** \_\_\_\_\_

Required Documentation;

- Copy of student/spouse's 2023 federal tax return signed and dated; all applicable schedules
- Copy of student/spouse's 2023 W2(s)
- Copy of death certificate or obituary

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**One-time/Non-Recurring Income**

Required Documentation;

- Copy of student/spouse's 2023 federal tax return signed and dated; all applicable schedules
- Copy of student/spouse's 2023 W2(s)
- Documentation of the IRA distribution, sale of property, inheritance, etc.
- Detailed explanation that includes how the one-time income was used.

\*Additional documentation may be requested after submission dependent on information shared in letter of explanation\*

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### Income Projection Review

In cases where the loss of income has occurred recently and neither your 2022/2023 tax return reflects the changes in income, we ask that the table below is filled out to provide a reasonable income projection. The list of required documentation above is still required to be provided; this table is not meant to replace required documentation. Projected income will be compared to the required documentation.

**Completed Income Projection Review**

Income Type-List estimated total year earnings from 01/01/23-12/31/23	Student	Spouse
Actual Earned Income from Work (i.e. wages, salaries and tips) 01/01/2024-present	\$	\$
Estimated Earned Income (what you anticipate earning) from current date- 12/31/2024	\$	\$
<b>Total Earned Income for 2024</b>	\$	\$
Unemployment Benefits	\$	\$
Other taxable income (severance pay, alimony, capital gains, etc.). List source of income:	\$	\$
Child Support received	\$	\$

**Significant Medical/Dental/Family Care Expenses**

Medical expenses must exceed the income protection allowance of 11% of the household’s adjusted gross income before it can be used to appeal. You may only include medical expenses not covered by insurance and only if the expenses occurred during the current academic year.

Required Documentation;

- Copy of student/spouse’s 2023 federal tax return signed and dated; all applicable schedules
- Copy of student/spouse’s 2023 1040 schedule A if they have itemized from the tax year the medical expenses occurred
- Copy of student/spouse’s 2023 W2(s)
- Complete the medical expense review below



## Medical Expense Review

**Medical Expenses Paid in 20 \_\_\_\_ (year):**

*Please do not combine expenses from multiple years*

*Please use N/A where information is unknown*

Date Service was Received	Name of Medical Provider ( <i>doctor, dentist, hospital, pharmacy, health insurance premiums, etc.</i> )	Total Cost of Service	Amount Not Covered by Insurance	Amount Paid	Date of Payment	Reoccurring Expense? Y/N	Supporting Documents Attached? Y/N
<b>Total:</b>							

\*If this chart does not provide enough space to document your expenses please email [finaidappeal@uwyo.edu](mailto:finaidappeal@uwyo.edu) to receive a larger Medical Expense Review Form\*



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**Other Circumstances Not Listed**

Required Documentation;

- Copy of student/spouse’s 2023 federal tax return signed and dated; all applicable schedules
- Copy of student/spouse’s 2023 W2(s)
- Any other pertinent supporting documentation

\*Additional documentation may be requested after submission dependent on information shared in letter of explanation\*

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**Section C: Student/Spouse 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.

**Typed signatures are NOT acceptable.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Spouse Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only:**

**Special Circumstance Approved Y/N:** \_\_\_\_\_ **New EFC:** \_\_\_\_\_ **Processed By:** \_\_\_\_\_

**Comments:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_