

# Colorado College

## Appeal for Consideration of Special Circumstances

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Name (Last Name, First Name)

Student ID

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Student Email

Parent Email

If the family's situation has changed significantly from the information used to file the FAFSA and PROFILE due to circumstances beyond their control or if you would like to request an extension of eligibility for financial aid, **you must submit additional information to the Financial Aid Office**. Students and families planning to submit an appeal should become familiar with all CC Financial Aid Appeals Policies ([Website](#)) as those policies will be considered during appeal committee deliberation. Changes to a student's financial aid package or an extension of their eligibility due to an appeal are subject to availability of funding. The request for appeal consideration must be provide in writing and submitted to the CC Financial Aid Office through our Secure Document Drop Off Page. The request should include both the rationale behind the appeal for additional funding and any supporting details. All appeals for financial aid are assessed and adjudicated by the staff in the CC Financial Aid Office.

### Check the box(es) below to indicate the reasons you are making this appeal.

**Change in parents' income.** Significant changes in income, including untaxed income such as child support or Social Security, may be considered with specific details and documentation. **If the change is due to job loss, you must be unemployed at least 12 weeks prior to submitting an appeal.** You must provide:

Signed copies of the three most recent federal income tax and W-2 forms for student and parents (including the year reflected on the FAFSA, the year prior to the FAFSA information, and the year following the FAFSA) if we do not have them already

Statement of benefit reduction showing the amount of reduction (statement from benefit provider or company showing layoff, divorce decree, etc.)

Statements showing amount of unemployment and paid severance (if applicable) if due to job loss

Income	Actual amount YTD	Projected amount	Total
Income from work: Parent 1			
Income from work: Parent 2			
Unemployment Compensation			
Disability Income			
Severance			
Withdrawal from Retirement Accounts			
Social Security Income for all Family members			
Self Employment Income			
Child Support Received			
Other			

**To request an extension of financial aid eligibility.** Eligibility for CC financial aid extends for eight semesters or through a semester in which 32 units are completed, whichever comes first. You must provide:

A written explanation of why you are required to return to CC to complete your degree.

Provide a detailed academic plan that will allow you to graduate within the time frame of your requested financial aid extension.

**Change in parental marital status.** Parents whose marital status has recently changed due to divorce or separation may be considered. You must provide:

Non-custodial parent may be required to submit the "Non-Custodial Parent PROFILE" which is available at <https://student.collegeboard.org/css-financial-aid-profile>

A copy of the divorce decree or legal separation documentation

**Change in the size of the family or number in college.** An increase in the number of dependent family members living at home or attending college may be considered. You must provide:

Information on who joined the household and why it was necessary

Sibling Verification of Enrollment Form completed by sibling's educational institution.

**Death of a parent.** You must provide:

Copy of the death certificate as well as documentation on any life insurance payments received.

**One time income adjustment not related to job loss or reduction in income such as retirement distribution.** This will be considered assuming funds are no longer available and were spent on expenses beyond the control of the family. Examples of this would be funding home repairs due to natural disaster or medical bills. You must provide:

Copy of distribution paperwork

Documentation of where funds were spent and reason for expense

Receipts or tax documentation showing paid expenses

**Other.** Please explain on an attached page.

If further documentation is required upon review of the appeal, the email addresses provided will be utilized as the means of communication with both parent(s) and student. Students are responsible for responding to such emails within 10 days with all requested documentation or appeal will be closed. If job loss is the reason for appeal, documentation may be required at the end of the calendar year to support income numbers used. This must be submitted upon request or financial aid funding will revert to original packaging levels during second semester of relevant award year and resulting balance will be due and owing to CC immediately.

**Important to note: Complete loan eligibility must be accepted and utilized prior to additional grant funding being awarded. If accepted loans are subsequently declined, additional grant funding will be revoked.**

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Student Signature

Date

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Parent Signature

Date

Office of Financial Aid  
14 E. Cache La Poudre  
Colorado Springs, CO 80903  
719.389.6651 or 800.260.6458  
719.389.6173 fax