



2023-24

Request for Review of Financial Aid Application

Middletown Campus
173 Skirmisher Lane | Middletown, VA 22645

Fauquier Campus
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The Request for Review (R4R) process allows students and their families experiencing a change in circumstances to provide supporting documentation to the Financial Aid Office to determine if the circumstances warrant an adjustment of the federally calculated *Expected Family Contribution* (EFC).

The R4R process has two parts, first we verify the original information in the FAFSA to make sure that is accurate. The second part looks at the change in circumstances with supporting documentation. Once **all** documents are received, it typically takes 14 business days to fully process the R4R. Once processed, you will be notified via your Message Center.

A. Student Information:

Student's Name (Last, First, M.I.) _____

Student ID - **REQUIRED** _____

B. Special Circumstances:

Select the circumstance(s) that apply to you.

Income Decrease:

- A parent's income will be lower in **2022 or 2023** than it was in **2021**.
- A student's/spouse's income will be lower in **2022 or 2023** than it was in **2021**.

Educational or Non-discretionary Expense:

- A parent of a financially dependent student (generally, a student who is 23 or younger) will be enrolled in college at least half-time and working toward a degree or certificate in **2023-24** as a condition of employment or in response to a family financial emergency. *(If the parent is reimbursed for tuition there is no basis or appeal.)*
- A family is paying extraordinary non-discretionary expenses in **2022 or 2023**

Change in Marital Status:

- The parents of a financially dependent student have separated/divorced since the **2023-24** Free Application for Federal Student Aid (FAFSA) was submitted.
- A financially independent student and his/her spouse have separated/divorced since the **2023-24** FAFSA was submitted.
- A financially dependent student that has married since the **2023-24** FAFSA was submitted.

Date of Marital Status Change: _____

C. Family Information:

Write the names of all household members in the space(s) below. Also write in the name of the college for any household member, excluding your parent(s), who will be attending at least half time between July 1, 2023 and June 30, 2024, and will be enrolled in a degree, diploma, or certificate program. If you need more space, attach a separate page. Unsure who to include? Review this page: <https://studentaid.gov/2023/help/student-household-who-include>

Full Name	Age	Relationship	College (if attending)

D. Documentation Needed:

A typewritten or legibly handwritten narrative that explains the nature of the event or situation, the date or time period in which it occurred and the financial impact in total dollars that you have experienced or expect to experience in 2022 or 2023.

For help writing the letter, go to: <https://formswift.com/swift-student#>

2021 IRS Tax Return Transcript: Must be downloaded or ordered from the [IRS website](#).

2021 W-2s and/or 1099s

Supporting Documentation: On Page 2, a detailed list is provided based on the special circumstances.

Supporting Documentation (please provide legible photocopies):

Income Loss or Decrease:

- **Loss or decrease in wages:** paycheck stubs before and after the event, notice of termination by employer, notice of retirement benefits, last date of employment letter (all notices must be on employer letterhead) and be signed by employer
- **Job resignation or termination:** final paystub and copy of termination letter or letter from employer with last date of employment on company letterhead **must** be provided and signed by employer
- **Decrease in business income:** business income statement and balance sheet for **2021** and **2022**
- **Termination of Social Security benefits:** notice from the Social Security Administration
- **Non-recurring capital gain:** IRS Form 1040, Schedule D
- **Reimbursement of moving expenses:** itemized list of payments from your employer, IRS Form 4782, or both

Parent Enrolled in College

- Verification of College Enrollment form
- Copy of paid tuition bill

Extraordinary Non-Discretionary Expenses:

The bill, statement or insurance claim which verifies the amount of out-of-pocket expenses the family incurs for the following conditions:

- Medical or dental expenses
- Home repairs required because of natural or man-made disaster or necessary maintenance (examples: roof or furnace replacements)
- Other (please describe)

Change in Marital Status:

- Petition for divorce or
- Notarized documentation of separation
- Marriage Certificate

Section D: Certification

I/we affirm that the information contained in this form, in the narrative description and in all supporting documentation is true and complete to the best of my/our knowledge. **Per the Department of Education, if you purposely give false or misleading information, you may be fined up to \$20,000, sent to prison, or both.**

Student and/or parent's job loss/termination letter or last date of employment letter is attached OR Employer refused request to provide (must explain to us why the requested letter will not be provided).

Student's Signature

Date

Parent's Signature

Date

Student's Spouse's Signature

Date

Office Use Only

Section E:

Appeal: Granted Not Granted

Justification:

Message Center Notification: Y N

New EFC: _____

Signature: _____

Date: _____