



All students appealing will automatically be selected for federal verification prior to review. Using the information provided on this document, the Financial Aid Office may revise the information reported on your Free Application for Federal Student Aid (FAFSA), which may change your Expected Family Contribution (EFC), and your eligibility for federal or state aid. Revision to your financial aid award depends upon the availability of funds as well as eligibility, regulations, and policies. Submission of an appeal does not guarantee a change in aid. All documentation and attachments must be submitted through your Financial Aid Self-Service Portal. Please allow a minimum of 30 days for processing.

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

## A. VERIFICATION DOCUMENTATION

- ☐ 2020 Tax Return Transcript(s) or signed Tax Return(s) for both parent(s) if the IRS Data Retrieval Tool was not used
- ☐ [Verification Worksheet](#)

## B. ADDITIONAL REQUIRED DOCUMENTATION

- ☐ Letter explaining the circumstances you would like us to consider
- ☐ 22.23 "Parent Income & Expense Form"

## C. SPECIAL CIRCUMSTANCES

SELECT THE SITUATION THAT APPLIES AND PROVIDE DOCUMENTATION REQUESTED:

- ☐ Loss of Employment/ Reduction of Income -

Name of Person that lost job: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Name of Recent Employer: \_\_\_\_\_ Last Date of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_

Has new employment been found?

If Yes, Name of New Employer: \_\_\_\_\_

- ☐ Documentation of last date of employment (i.e. letter from employer, etc.)
- ☐ Copy of 2 most recent Paystubs with year-to-date income information. If new employment has been found (or working multiple jobs) please also provide the most recent paystub for that employer.
- ☐ 2021 W-2s and 2021 Tax Transcript for parent(s)
- ☐ If you have received or will receive any of the following: Severance Pay, Disability Benefits, Unemployment Insurance, Withdrawals from Retirement Accounts, please provide verification of the benefits/funds received.
- ☐ Death of a Parent/Spouse -
  - ☐ Copy of Death Certificate
  - ☐ Billing Statement from funeral home verifying expense not covered by insurance
  - ☐ Anticipated income for 2022 (copy of 2 most recent paystubs for surviving parent/spouse)
  - ☐ 2021 W-2s and 2021 Tax Return Transcript for parent(s) on record and student
- ☐ Deduction of One Time Payment -
  - ☐ Provide explanation in letter about the one-time payment or reason for the withdrawal.
  - ☐ Verification of the amount of the withdrawal/payment
  - ☐ Verification of what funds were used for (Provide receipts, paid bills, etc. Payments towards consumer debt will not be considered)
- ☐ Separation/Divorce -
  - Name of parent on FAFSA (whose information will remain on FAFSA): \_\_\_\_\_
  - Has the parent remarried? ☐ YES ☐ NO
    - ☐ Court Documentation verifying legal separation or divorce
    - ☐ Anticipated income for 2022 (Copy of 2 most recent paystubs for parent on record)
    - ☐ 2021 W-2s and 2021 Tax Return Transcript for parent(s) on record and student
    - ☐ Proof of residence or bill for each parent

## D. CERTIFICATION STATEMENT

I certify that the information provided on this form and all attached documentation is true and complete to the best of my knowledge. I agree to provide further documentation for verification of this information if requested by the Financial Aid Office. I understand that Vanguard University may verify all estimates of income at year-end. Adjustments may be made to current or future financial aid if inaccurate estimates of income result in a financial aid over-award.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Parent signature only required for dependent students) **\*Electronic signature not accepted\***