



## STUDENT FINANCIAL SERVICES

### 2023-2024 REQUEST FOR SPECIAL CONSIDERATION/REEVALUATION

Student Name \_\_\_\_\_ Converse ID: \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street City State Zip Code

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

The process of determining a student's eligibility for federal aid is basically the same for all students. However, we realize that a family's situation may change or there may be special circumstances that cannot be addressed on the Free Application for Federal Student Aid (FAFSA). Therefore, in some cases, the University may take into account circumstances that might affect you and your family's ability to contribute to your education. If you believe that you or your family are burdened by special circumstances, please provide all requested documentation along with this completed form and submit it to Student Financial Aid. Student Financial Aid will review your information and determine if your circumstances warrant any adjustment(s). If adjustments are made, Student Financial Aid will make necessary corrections to your FAFSA and send you a revised award notification. ***The decision of the Student Financial Aid Administrator is final and cannot be appealed to the U.S. Department of Education or any other institutional office.*** You will normally receive a response to your request within 10 – 14 business days.

Return this form and all required documentation to the Student Financial Aid.

#### Required Documentation for Special Consideration and/or Re-evaluation

Required documentation for all parents and students requesting special consideration and/or re-evaluation:

- A **typewritten letter** with original signatures of the parent and student and date explaining the reason(s) for a change in family situation
- **Federal 1040 tax return transcript(s) or copies of the signed federal 1040 and all schedules** for the **2021 and 2022 (when available) tax year** for all parties.
- Copies of **all W-2's** for all parties for the **2021 and 2022 (when available)** tax years.
- **Verification Worksheet** (Dependent or Independent)  
(available in our office or from our website <http://www.converse.edu/financial-planning>)

#### Additional required documentation based on your situation:

- A. Required documentation for parents and students making this request due to a change in employment and/or unemployment: (all that apply)
1. Letter from employer indicating the last day of employment, any severance pay, and/or any benefits that will continue after dismissal.
  2. Statement from employer or last pay stub showing year to date earnings as of the last day of employment for all parties involved.
  3. Proof of receipt of or denial for unemployment benefits.
  4. Proof of any disability pay and/or social security benefits, if applicable.
  5. If there has been a reduction in income due to a change in employment, include proof of new salary.
  6. Proof of student's spouse's income for most recent tax year (if applicable).
- B. Required documentation for divorce or separation: (all that apply)
1. Copy of the legal separation agreement or divorce decree.  
If there is no written legal separation agreement, you should provide proof that parents are living in and maintaining separate residences. This may include lease agreements, utility bills, etc.
  2. Copy of all W2 forms for the 2021 and 2022 tax year for the supporting parent.
  3. Proof of any child support and/or alimony received.



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- C. Required documentation for loss or change in child support, alimony, social security benefits, disability benefits and/or unemployment compensation: (all that apply)
  - 1. Proof of the funding for the most recent tax year.
  - 2. Proof of the loss of funds from the awarding agency or attorney (child support and alimony).
- D. Required documentation for nonrecurring income:
  - Explanation/documentation of the origin of the money and how the money was spent or invested.
- E. Required documentation for other special conditions not covered by any of the above stipulations:
  - Any and all supporting documentation to clarify your request.

*Student Financial Aid may require additional documentation as it deems appropriate before rendering a decision. A decision will not be made until all required documentation is provided.*

**PLEASE NOTE: All documentation submitted from third parties must be notarized where applicable. Documentation from official agencies should be submitted typewritten on the agency's letterhead with appropriate contact information.**

### **Certification:**

My signature below certifies that the information I have attached to this form is accurate and correct to the best of my knowledge. My signature also gives the Converse University Student Financial Aid permission to contact any of the persons referred to in my documentation. If I have purposely given false or misleading information, I understand that I will have to repay all financial aid I received. In addition, I may be referred to the Secretary of the U.S. Department of Education and may be subject to a fine of \$10,000 and/or imprisoned.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Return this form and all required documentation **as one complete packet** by mail or hand delivery to:

Converse University  
Student Financial Aid  
580 East Main Street  
Spartanburg, SC 29302

***Please note that illegible, incomplete and unsigned documents will be returned to you unprocessed.***