



Financial Planning Office
580 East Main Street
Spartanburg, S.C. 29302-1931
direct 864.596.9019
fax 864.596.9749
www.converse.edu
Financial.Planning@converse.edu

Please note: Do not send personally identifiable information (PII) on any documents. Please redact all social security numbers from all pages on documents and write the student's full name and Converse ID at the top of all pages.

2019-2020 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 Financial Planning Office 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 the Financial Planning Office. The Financial Planning Office will review your information and determine if your circumstances warrant any adjustment(s). If adjustments are made, the Financial Planning Office will make necessary corrections to your FAFSA and send you a revised award notification. **The decision of the Financial Planning Office 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 Financial Planning Office.

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)** for the **2017 and 2018 (when available) tax year** for all parties. The tax return transcript MUST be requested from IRS and IS NOT the same as copies of tax return documents you received from your tax preparer.
- Copies of **all W-2's** for all parties for the **2017 and 2018 (when available) tax years**.
- **Verification Worksheet** (Dependent or Independent)
(available in our office or from our website <http://www.converes.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 most recent 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.

The Financial Planning Office 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 Financial Planning Office 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, fax or email to:

Converse College
Financial Planning Office
580 East Main Street
Spartanburg, SC 29302
Fax: 864-596-9749
Email: financial.planning@converse.edu

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