

The Office of Student Financial Aid, PO Box 9031, Room 112 Gandy Hall

| Fax: 804-524-6818 | Email: [finaid@vsu.edu](mailto:finaid@vsu.edu)

Student Full Name: \_\_\_\_\_

Student VSU ID#: \_\_\_\_\_ Phone#: \_\_\_\_\_

VSU Email: \_\_\_\_\_

Virginia State University recognizes that standard financial aid forms do not always capture the full financial profile of our students and their families due to Special Circumstance. Through an Appeal process, the Financial Aid Office **may** be able to make adjustments to your 2024-2025 FAFSA which **could** result in a recalculation of aid eligibility at Virginia State University. All appeal cases are subject to a review and are not guaranteed to result in any additional financial aid.

**All decisions are final.**

All documentation required must be attached. Incomplete information and telephone requests will not be accepted. Please **NOTE** the student/and or parent(s) have the primary responsibility for any financial obligation that may exist prior to the completion of the review process. Also, the Financial Aid Counselor may ask for additional documentation, at any time during the review process.

**Examples of situations that cannot be considered Special Circumstances include:**

- Voluntary job loss
- Loss of other income that can't be documented or was not court ordered
- Consumer Debt
- Bankruptcy
- Standard living expenses

**Response and Turnaround Time:**

An appeal for Special Circumstances is often sent to a committee to process. Please allow at least 3 weeks for a response. During peak processing times (January through August), it may take 4-6 weeks for an appeal to be reviewed by the committee. *The student and parent will be informed of the decision by e-mail; we will use the e-mail address provided at the top of this form.*

**Virginia State University will accept the following cases. Please check the case that applies to your situation and include a detailed letter with your request.**

**Loss /Reduction in Employment (Unemployment must be for at least eight weeks before an Appeal will be considered.)**

- A letter from the former employer on company letterhead detailing the employee's termination/separation date
- Notice of severance/pay-out
- Notice of unemployment benefits
- A copy of the employee's year-to-date pay stub

- A copy of the current year tax forms and W-2's

**Loss /Reduction of Income or Benefits**

- A copy of a letter from the appropriate state or federal agency that specifies the termination date and the amount of benefits received, such as Social Security benefits, Unemployment Benefits, Child Support, etc.
- A benefits schedule/documentation

**Divorce or Separation**

- A copy of the divorce decree or separation agreement (preferably from a lawyer).
- Documentation indicating that the divorce or separated parties have been living separately and have incurred their own living expenses (i.e., utility bills, lease, etc.). Please refer to our Separation Form for Parents.
- A copy of the current tax forms and W-2 Forms

**Death of Parent or Spouse**

- A copy of the death certificate or obituary
- A copy of the current tax forms and W-2 Forms
- Letter from student or surviving spouse

**Statement of Understanding:**

I/we certify that all of the information provided, and the supporting documentation submitted is true and accurate.

I/we understand that the request will not be considered until all adequate and complete documentation is submitted. In addition, the Office of Student Financial Aid may require additional documentation in order to verify and substantiate the situation.

I/we understand that the Office of Student Financial Aid will review the request and let me/us know of the outcome in approximately 3 weeks.

I/we understand that completion of this form does not guarantee additional aid, and Billing Office/Student Accounts payment deadlines and procedures need to be adhered to during the review process in order to avoid potential late fees.

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

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

**For office use only:**

**Approved    Denied    Reason:** \_\_\_\_\_

Student: 2022 AGI \_\_\_\_\_ 2022 Taxes Paid \_\_\_\_\_ 2022 Untaxed Income \_\_\_\_\_

Parent: 2022 AGI \_\_\_\_\_ 2022 Taxes Paid \_\_\_\_\_ 2022 Untaxed Income \_\_\_\_\_

ISIR Trans# \_\_\_\_\_ Old SAI \_\_\_\_\_ New SAI \_\_\_\_\_

FAA Signature/Date: \_\_\_\_\_

**How to Submit:**

Mail: Virginia State University  
Office of Student of Financial Aid  
PO Box 9031, Room 112 Gandy Hall  
Petersburg, VA 23806

Fax: 804-524-6818  
Email: [finaid@vsu.edu](mailto:finaid@vsu.edu)  
In-Person: Room 112 Gandy Hall