



Submit this form, along with all required supporting documentation, if the income information on your 2022-2023 FAFSA does not accurately reflect your current financial situation. It is the policy of the Longwood Office of Financial Aid to consider income adjustment requests related to unexpected events affecting your financial situation that were beyond your control. Please allow a 3-4 week processing time once all documentation has been submitted.

Adjustments are not typically considered until after the student has received an initial financial aid offer.

**A. STUDENT'S INFORMATION**

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Longwood ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. TYPE OF APPEAL AND REQUIRED DOCUMENTATION**

Select the reason below that most closely relates to your request, and submit all of the documentation listed for your selection. Please include the student's name and Longwood ID Number on each item submitted.

**Death of a parent has occurred:**

- Copy of the death certificate.
- Documentation of any benefits, pensions, or life insurance payments made to the family.
- Signed copy of 2020 Tax Return, including the 1040 and Schedules 1, 2, 3.
- All 2020 W-2s and 1099s for each parent.
- A written statement explaining your current financial situation, including the timeframe of financial hardship and date when your spouse passed, and how the income reported on the FAFSA no longer represents your financial situation.

**Divorce or Separation of parents has occurred since the Free Application for Federal Student Aid (FAFSA) was filed:**

- Proof of separate residences – provide copies of a utility bill or lease agreement for each parent/step-parent showing separate addresses.
- Signed copy of 2020 Tax Return, including the 1040 and Schedules 1, 2, 3.
- All 2020 W-2s and 1099s for each parent.
- A written statement explaining your current financial situation, including the timeframe or date when the divorce or separation occurred, the current address of each parent, and which parent's information will remain on the 2022-2023 FAFSA. The parent, and stepparent if applicable, who remains on the FAFSA should be the parent the student lived with more in the past 12 months. If the student spend equal time with both parents, report the parent who provided more financial support to the student in the past 12 months.

**A one-time, non-recurring income was received during 2020:**

- Copy of documentation identifying the source and amount of the one-time income.
- Documentation supporting how the funds were spent (i.e. receipts, statements from creditors for accounts paid, IRS statement of taxes paid, etc...).
- A written statement explaining your current financial situation, including the timeframe or date when the non-recurring income was received, how it was spent, and how much is left.

*Continue to next page* →

Student Name: \_\_\_\_\_ Longwood ID Number: \_\_\_\_\_

**Unusual or high medical and/or dental expenses incurred during or after 2020:**

- Documentation of any **already paid** medical or dental expenses not covered by insurance or deducted on your income tax return. We recommend you speak with the Financial Aid Office before submitting an appeal of this type. The FAFSA formula protects a certain percentage of your income for medical expenses, so paid expenses must exceed that income protection.
- A written statement explaining your current financial situation, including the timeframe or date when these events occurred, and how the income reported on the FAFSA fails to represent your current financial situation.

**Loss of parent or student income:**

- Letter from previous employer, or resignation letter, indicating separation dates.
- Documentation of any severance, vacation, personal and/or sick leave pay out.
- Letter from unemployment office documenting effective dates and benefits received, if any.
- Copy of most recent pay stub(s) from all employers.
- Signed copy of 2020 tax return (1040 and Schedules 1, 2, and 3), if it reflects your current income.
- All 2020 W-2s and 1099s for each parent or student.
- Complete the Projected 2022 Income Chart below—if filling out for student, use the first line of wages only and circle student.
- A written statement explaining your current financial situation, including the timeframe or date when the change in income occurred, and how the income reported on the FAFSA no longer represents your financial situation.

**PROJECTED 2022 INCOME CHART**

<b>Income Source</b>	<b>PRESENT: 1/1/2022 to Present</b>	<b>EXPECTED: Remainder of 2022</b>	<b>TOTAL 2022 Present + Expected</b>
Parent 1 [or Student] wages (gross)	\$	\$	\$
Parent 2 / Step-parent wages (gross)	\$	\$	\$
Interest and dividend income	\$	\$	\$
Unemployment received	\$	\$	\$
Other taxable income (severance, alimony, rental income, etc.)*	\$	\$	\$
Other nontaxable income (child support, worker's comp, employee contribution to payment plans, social security, etc.)*	\$	\$	\$

*Continue to next page →*

**For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: [go.longwood.edu/uploadfa](https://go.longwood.edu/uploadfa)**

Student Name: \_\_\_\_\_ Longwood ID Number: \_\_\_\_\_

**C. STUDENT’S FAMILY INFORMATION**

Please **complete all columns** of the table below for the people living in your household, including:

- Yourself (the student).
- Your parent(s), including stepparents, even if you do not live with them. If your parents are separated and you spend equal time with both of them, list the parent who provides more than half of your support.
- The parents’ other children if the parents will provide more than half of the children’s support from July 1, 2022, through June 30, 2023 OR if the other children would be required to provide parental information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if a child does not live with the parent(s).
- Other people if they now live with your parent(s), your parent(s) provide more than half of the other person’s support, and will continue to provide more than half of their support between July 1, 2022 and June 30, 2023.
- If the family member (excluding parents/stepparents) will be enrolled at least half-time in a degree-seeking program, please list the college or university they will attend.

Full Name (including student)	Age	Relationship to Student	Enrolled at least ½ time toward a degree? If yes, list college name	
		Student	<input type="checkbox"/> Yes <input type="checkbox"/> No	Longwood University
		Parent	Not Eligible	
		<input type="checkbox"/> Parent <input type="checkbox"/> Stepparent	Not Eligible	
		Sibling	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Sibling	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Sibling	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**E. CERTIFICATION AND SIGNATURES**

**WARNING:** If you purposely give false or misleading information on this form, you may be fined, sentenced to jail or both.

By signing and dating this form you certify that all statements and information are complete and correct. A representative from our office will contact you if further information is required.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**For the security of your personal data, please submit your completed form and all other requested documents using our secure upload, found here: [go.longwood.edu/uploadfa](https://go.longwood.edu/uploadfa)**