



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 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 circumstances, and submit all of the documentation listed for your selection. Please include your name and Longwood ID Number on each item submitted.

Death of a spouse has occurred:

- Copy of the death certificate.
- Information on any benefits, pensions, or life insurance payments made to you.
- Copy of your most recent pay stub(s) from all employers.
- Signed copy of 2020 Tax Return including Schedules 1, 2, and 3.
- All 2020 W-2s/1099s for both you and your deceased spouse.
- 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the timeframe of financial hardship and date when your spouse passed, and how the income reported on the FAFSA no longer represents your financial situation.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 from spouse 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 both you and your separated/former spouse showing separate addresses.
- Signed copy of 2020 Tax Return, including the 1040 and Schedules 1, 2, 3.
- All 2020 W-2s/1099s for both student and separated/former spouse.
- A written statement explaining your current financial situation, including the timeframe or date when the divorce or separation occurred, and the current address of each person.

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.

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Student Name: _____ Longwood ID Number: _____

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.

Loss of student or spouse 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 student and/or spouse.
- Complete the Projected 2021 Income Chart in Section C of this form.
- 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

Income Source	PRESENT: 1/1/2022 to Present	EXPECTED: Remainder of 2022	TOTAL 2022 Present + Expected
Student wages (gross)	\$	\$	\$
Spouse wages (if applicable) (gross)	\$	\$	\$
Interest and dividend income	\$	\$	\$
Unemployment received	\$	\$	\$
Other taxable income (severance, alimony, rental income, etc.)*	\$	\$	\$
Other nontaxable income (child support, worker's comp, social security, etc.)*	\$	\$	\$

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For the security of your personal data, please submit your complete form and all other requested documents using our secure upload, found here: go.longwood.edu/uploadfa

Student Name: _____ Longwood ID Number: _____

C. HOUSEHOLD INFORMATION

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

- Yourself (the student).
- Your spouse, if you are married.
- Any children, if you will provide more than half of their support from July 1, 2022 through June 30, 2023 OR if the child would be required to provide your information if they were completing a FAFSA for 2022-2023. Include children who meet either of these standards, even if the child does not live with you.
- Other people if they now live with you, and you and/or your spouse 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 will be enrolled at least half-time in a degree seeking college 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		
			Yes	No	
		Student	Yes	No	Longwood University
		Spouse	Yes	No	
		Child	Yes	No	
		Child	Yes	No	
		Child	Yes	No	
		Child	Yes	No	
		Other:	Yes	No	
		Other:	Yes	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

Spouse Signature

Date

For the security of your personal data, please submit your complete form and all other requested documents using our secure upload, found here: go.longwood.edu/uploaddfa