

2024-2025 Financial Aid Appeal/Special Circumstances



Student Name _____ JCU ID _____

At John Carroll University, we recognize the substantial investment families make when a student enrolls. Our hope is that every student finds John Carroll affordable. Eligibility for financial aid is based on 2022 income which may not be indicative of the family's ability to pay for the student's educational expenses. To that end, the Appeals Committee exists to consider formal requests for additional aid after an initial award is issued. John Carroll takes a holistic review of family's total financial circumstances in a calendar year through this process. We ask that you complete this form, attach appropriate documentation and detail the nature of your situation so the Appeal Committee may best understand and act upon your request. The Committee will consider, subject to your special circumstances and our budget availability, whether additional institutional aid may be awarded.

Please keep in mind:

1. The student must complete the FAFSA before consideration for this process.
2. When appealing based on drastic change to income, it may be necessary, prior to review, to submit 2022 & 2023 federal tax returns and document all income streams.
3. The committee cannot respond to anticipated changes. Loss of income must have occurred and be documented.
4. Decisions of the Committee are final. Further appeals will not be honored unless new circumstances arise.
5. You are responsible for any balances owed while waiting for this application to be reviewed.

Check all that apply and provide as much supplemental material as possible.

Substantial change in the family financial situation. DATE change took effect ____/____/____. Submit a letter specifying your special circumstance. This letter should be detailed, quantified, include dates and third-party documentation. Identify and verify all revenue received since the event. If the event occurred in 2024 the committee may wait to review until June 30th to ensure an accurate projection of income. If a comprehensive review is warranted, you will be requested to provide supporting documentation.

Please indicate your circumstance(s):

- A wage earner became recently **separated from a job or retired for at least 4 weeks in 2023 or 2024**. Provide last pay stub (verifying YTD), release paperwork, retirement/pension details and unemployment payment summary.
- Receiving unemployment benefits and not returning to work. Submit unemployment payment summary.
- Loss of income (**reported on 24/25 FAFSA**) resulting in a substantial decrease to total family income. Document loss/reduction.
- Receipt of one-time income in 2022. Submit an explanation of how funds were used and document the income.
- Recent death of parent **whose income was reported on the FAFSA**. Submit a death certificate and full 2022 Federal taxes.
- Legal Separation/Divorce of parents **whose income was reported on the FAFSA**. Submit court documents, full 2022 Federal taxes and proof of separate residence

___ **Extraordinary Tuition Payments.** Submit a verification of enrollment form (found on website) for each student.

___ **Excessive Medical or Dental Payments in 2022 not covered by insurance or an FSA/HSA plan.** Submit proof of **payment** for out of pocket expenses or copy of Schedule A of 1040. Do not submit bills, amount paid by insurance or the amount covered by FSA/HSA.

___ **Unusual debt for educational loans (in repayment) paid by the family.** Submit proof of loans **paid** in the calendar year 2022.

___ **Other.** On a separate page, please detail other special circumstances that have not been defined on this sheet.

If additional information is required, you will be notified via email, lack of response will result in a cancellation of your appeal.

I confirm that the information contained in this appeal is accurate and not already reflected on the FAFSA.

Parent Name _____ Parent Email _____

Parent Signature: _____ /_____/____ Student Signature _____ /_____/____
Date Date

Phone number _____

Please return this form with supplemental documents to:

John Carroll University, Student Enrollment and Financial Services
1 John Carroll Boulevard
University Heights, Ohio 44118

Phone 1-216-397-4248 Fax 1-216-397-3098

Or use our secure portal to submit the documents https://admission.jcu.edu/register/verification_supporting_docs

The Appeals Committee meets weekly and will contact you by phone or email with the results of the appeal once a decision has been made.