

Iowa State University

Special Conditions

- Must submit completed application, letter explaining change to circumstances, copy of Federal 1040 Tax Return, and requested documentation based on special condition
- Verification processed if previously selected or have conflicting information

Dependency Appeals

- Must submit completed application along with a personal letter explaining their extenuating situation and letters from two individuals who can attest to their situation (one from a professional not related to the student)
- Required to complete verification
- To renew, student signs application certifying circumstances previously approved still persist

Cost of Attendance Adjustments

- Must submit COA Adjustment Request form with receipts or other documentation of expenses attached
 - If charged through university, no documentation required
- Purchases made in semester prior to current term will be considered



DMACC

Special Conditions

- P&P establishes policies and documents procedures.
- A Request for Special Consideration must be completed by the student. A detailed explanation of the special or unusual circumstances is to be outlined by the student or parent.
- In almost all cases, documentation of the special condition must be provided.
- Students are directed not to submit a special condition until after receiving an initial award offer.
- 12 month income period reflects current tax year.

Dependency Appeals

- P&P establishes policies and documents procedures.
- Student must submit completed Independent Appeal Request. Forms without requested documentation are returned to the student.
- Clear outline of what constitutes a unusual circumstance vs. what is not.

Cost of Attendance Adjustments

- P&P establishes policies and documents procedures.
- Students must complete a Budget Increase Request form, and provide documentation or receipts in most cases.
- Only adjustments allowed under HEA – 472/Vol 3, Chapter 2.
- Clear notice that adjustments to COA may not increase eligibility.

SAP – Clearly document a unusual or special circumstance.

Refusal to Certify – Case by case. Clearly document and provide notification to student.



Grand View University

Special Conditions

- Request should not be submitted/ will not be evaluated unless FAFSA is received by GV and an award letter is received by student
- Prefer student/parent to contact our office so we can advise them on the necessary documents needed and do an initial evaluation of merit of appeal.
- Submit requested documentation including verification materials if previously selected.

Dependency Appeals

- Must submit a personal letter explaining the nature of the parental relationship
- Must submit two other letters from individuals who can confirm the situation (one must be from a guidance counselor, pastor, or therapist)
- Each year the student must submit a letter establishing that the situation with the parent(s) is the same.

Cost of Attendance Adjustments

- Meet with staff to discuss reason for adjustment request and evaluate merit of appeal
- Student must provide the documentation to support the request

In all cases you must document the reason for the change and what change was actually made.



Financial Aid Administrator

- Be reasonable
- Be consistent in what documentation is required, what you will and will not do.
- Document, Document, Document
- Understand Needs analysis (How EFC is calculated)
- Understand Cost of Attendance and how your school calculates COA.

Reference

Definition: Higher Education Act of 1965, As Amended

Section 479A Discretion of a Student Financial Aid Administrators

Nothing in this part shall be interpreted as limiting the authority of the financial aid administrator, on the basis of adequate documentation, to make adjustments on a case-by-case basis to the cost of attendance or the values of the data items required to calculate the expected student or parent contribution (or both) to allow to treatment of an individual eligible applicant with special circumstances.

- Student Financial Aid Handbook – Application/Verification Guide/ Special Cases
- NASFAA Monograph August 2012, number 26
- Seasoned Colleagues in the Financial Aid Profession