

# Carson-Newman University

## 2021-2022 Special Circumstances Appeal for Independent Students

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification (ID) Number
Student's E-Mail Address	Student's Home/Cell Phone Number		

This Appeal is a request for a review of special circumstances that you feel may change your financial aid eligibility. Professional Judgment refers to the school's authority to make adjustments to the data elements reported on the Free Application for Federal Student Aid (FAFSA) so that the Department of Education can recalculate the Expected Family Contribution (EFC). The EFC is the number the school uses to determine a student's eligibility for need based financial aid. The school does not have the authority to make direct adjustments to the EFC and can only change data elements that may change the EFC. The Appeal process is an extensive process that requires a thorough review by the Financial Aid staff to determine what, if any, changes may be appropriate based on your Appeal. Please allow 4 to 6 weeks for processing time. It is a time-intensive process that includes the following steps:

1. **The Financial Aid staff will determine if your Appeal meets the basic criteria for further review.**
2. **If the basic eligibility requirements are met, the file will then be reviewed to determine if all required documentation has been submitted. If additional documentation is required, the student will be notified via email.**
3. **Once the Financial Aid Office has received all the necessary documentation, our staff will verify the accuracy of the information initially submitted on the FAFSA.**
4. **After we ensure the accuracy of the initial FAFSA information, The Financial Aid Appeals Committee will then evaluate the appeal, make appropriate changes to the FAFSA file (if approved), and submit those changes for processing.**
5. **Once the reprocessed EFC (Expected Family Contribution) is received, the student's eligibility for need-based aid will be re-evaluated. The student will then receive a revised aid notification.**

PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.

**Please note:**

*If we verify the current FAFSA, and there is information that was estimated or reported incorrectly, **the corrections may result in an EFC that is actually higher than what your current record indicates.** Therefore, the student may have received aid they never would have qualified for had the FAFSA information and the EFC been correct prior to the appeal. The student will lose any financial aid they weren't actually eligible for unless they demonstrate eligibility after the Appeal is approved and then applied.*

**Also keep in mind:**

*Even if the Appeal process results in a lower EFC, the change may NOT be enough to generate eligibility for need based financial aid and increase in the financial aid award.*

We recommend you complete your current award requirements and accept any current financial aid that you need to use to satisfy your bill. Due to the nature of the Appeal process, your request may not be completed before the payment deadline. You must satisfy your semester bill even if your Appeal has not been reviewed or finalized or a hold may be placed on your registration.

### Step One - Letter of Explanation

**Provide a detailed letter of explanation** regarding your current situation that you are asking us to consider. Please remember to include applicable dates and any documentation supporting your circumstances.

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## Step Two - Required Documents

Complete the section below that corresponds to your circumstance. Please note the documentation required for each situation.

Situation	Required Documentation (please check if included)
<input type="checkbox"/> You or your spouse had a <b>total loss of full-time employment for at least six (6) weeks</b> . Please note: Loss of income for the 2019 calendar year will NOT be considered for special circumstances appeal as this process will be based on <i>current</i> year data only.  Name of person unemployed: _____  Their relationship to Student: _____  Number of weeks unemployed: _____	___ Copy of 2019 IRS Tax Return Transcript or signed copy of 2019 IRS Tax Return ___ Copy of 2020 IRS Tax Return Transcript or signed copy of 2020 IRS Tax Return ___ Employer's written notice of termination of employment ___ Copies of 2021 pay stubs for all employment ___ Document unemployment benefits & amount received ___ Document all other sources of income (taxed & untaxed) ___ Attending doctor's statement of disability ___ Document date disability/disaster caused unemployment ___ Documentation of employer disability payment ___ Documentation of Worker's Compensation ___ Document Official Declaration of Natural Disaster status ___ <b>IRS Letter of Non-Filing for student or spouse (if they did not files taxes)</b>
<input type="checkbox"/> You or your spouse had a total <b>loss of untaxed income or benefit</b> .  Benefit Lost: ___ Unemployment ___ Social Security ___ Child Support ___ Other: _____  Last date benefit received: _____	___ Copy of 2019 IRS Tax Return Transcript or signed copy of 2019 IRS Tax Return ___ Copy of 2020 IRS Tax Return Transcript or signed copy of 2020 IRS Tax Return ___ Benefit provider's notification of loss of benefit ___ Document amount of benefits received in 2020 and 2021 ___ Copies of 2021 pay stubs for all employment ___ Document all other sources of income (taxed & untaxed) ___ Document unemployment benefits & amounts received in 2019, 2020 and 2021. ___ Court documents verifying date of loss of child support ___ <b>IRS Letter of Non-Filing for student or spouse (if they did not files taxes)</b>
<input type="checkbox"/> You or your spouse had an unusual one-time income reported on your 2019 IRS Tax Return.  <i>*Please note: Income used towards discretionary expenses may not be taken into consideration as a reason to adjust aid eligibility.</i>	___ Copy of 2019 IRS Tax Return Transcript or signed copy of 2019 IRS Tax Return ___ Copy of 2020 IRS Tax Return Transcript or signed copy of 2020 IRS Tax Return ___ Copy of 2018 IRS Tax Return Transcript or signed copy of 2018 IRS Tax Return ___ Documentation of source of income ___ Signed and dated statement indicating how the one-time income was used, along with supporting ___ <b>IRS Letter of Non-Filing for student or spouse (if they did not files taxes)</b>
<input type="checkbox"/> You have already filed your 2021-22 FAFSA and since that time your spouse has passed away.  Date of occurrence: _____	___ Copy of 2019 IRS Tax Return Transcript or signed copy of 2019 IRS Tax Return ___ Copy of 2020 IRS Tax Return Transcript or signed copy of 2020 IRS Tax Return ___ Copy of court documented separation/divorce decree and/or documentation of separate residences. ___ Copy of spouse's death certificate. ___ <b>IRS Letter of Non-Filing for student or spouse (if they did not files taxes)</b>
<input type="checkbox"/> <b>OTHER:</b>  <i>Please note: The Financial Aid staff will review your circumstance to determine if it is a viable situation for professional judgment.</i>	___ Copy of 2019 IRS Tax Return Transcript or signed copy of 2019 IRS Tax Return ___ Copy of 2020 IRS Tax Return Transcript or signed copy of 2020 IRS Tax Return ___ All applicable documentation to support your circumstance.  ___ <b>IRS Letter of Non-Filing for student or spouse (if they did not files taxes)</b>

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**\*\*How to Obtain an IRS Tax Return Transcript or a Letter of Non-Filing**

- Make an on-line request at <https://www.irs.gov/individuals/get-transcript>  
The requester must have access to a valid email address, a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the requester's name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript will display on-line upon successful completion of the IRS's two-step authentication.
- Automated Telephone Request: 1-800-908-9946  
Transcript is generally received within 10 business days from the IRS's receipt of the telephone request.
- Paper request: IRS Form 4506T  
This form needs to be used if you have moved since filing your taxes. The form can be downloaded at [www.irs.gov](http://www.irs.gov), click "Get Transcript by MAIL". The transcript is generally received within 10 business

**Step Three – 2021 Estimated Income Information**

Complete this section to the <b>best of your ability</b>	Student	Spouse
Estimated 2021 income earned from work.		
Estimated 2021 US income tax paid		
Estimated 2021 unemployment benefits		
Estimated 2021 other taxable income and benefits		
Estimated 2021 untaxed income and benefits		

**Step Four – Complete Verification Worksheet and Requirements**

Complete the attached Dependent Verification Worksheet and attach all verification requirements listed on the form. Return it with this appeal and your documentation to the Financial Aid Office. If you have already completed and submitted the Dependent Verification Worksheet, you do not need to submit another one.

**Signatures**

The student must sign and date below. If married, the spouse's signature is optional.

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

Each person signing this worksheet certifies that all the information reported is complete and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature (not required)

\_\_\_\_\_  
Date

**Please make a copy of this worksheet for your records.  
Submit this worksheet to the Financial Aid Office at Carson Newman University, 1646 Russell Avenue,  
Jefferson City, TN 37760 or by fax at 865-471-2035.  
If you should have any questions, please contact the Financial Aid Office at 1-800-678-9061 or 865-471-3247.**

# Carson-Newman University

## 2021-2022 Independent Verification Worksheet

Student's Last Name	Student's First Name	Student's M.I.	Student's Identification (ID) Number
Student's E-Mail Address			Student's Home/Cell Phone Number

**Your 2021-2022 Free Application for Federal Student Aid (FAFSA) was selected for review in a process called verification. This process is mandated by the US Department Education, requiring schools to verify the data provided on the FAFSA to ensure its accuracy. We must ask you to confirm the information you reported on your FAFSA. To verify that you provided correct information, we will compare your FAFSA with the information on this worksheet and with any other required document(s). If there are differences, your FAFSA information may need to be corrected.**

**You must complete and sign this worksheet and submit it to the Financial Aid Office at your earliest convenience. Please note that additional documentation may be requested for clarification.**

**PLEASE COMPLETE IN BLUE OR BLACK INK. FORMS COMPLETED IN PENCIL WILL NOT BE ACCEPTED.**

### A. Household Information

List below the people in your household whose information was included on the FAFSA. Include:

- Yourself (the student)
- Your spouse, if you are married.
- Your children, if you will provide more than half of their support from July 1, 2021, through June 30, 2022, or if the child would be required to provide your information if they were completing a 2021-2022 FAFSA. Include children who meet either of these standards, even if they do not live with you
- Other people if they now live with you and you provide more than half of their support and will continue to provide more than half of their support through June 30, 2022.

Include the name of the college/university for any household member, who will be enrolled, at least half time in a degree, diploma, or certificate program at a postsecondary educational institution any time between July 1, 2021, and June 30, 2022. *If more space is needed, attach a separate page with the student's name and ID number at the top.*

Household Members	Age	Name	Name of College/University Attending	Enrolled at Least Half Time (Y/N)
<i>Student</i>			<i>Carson-Newman University</i>	
<i>Spouse</i>				
<i>Child</i>				
<i>Child</i>				
<i>Child</i>				
<i>Child</i>				
<i>Other</i>				
<i>Other</i>				

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**B. Income Tax Information**

Check ONE box that applies to you (the Student) and ONE box that applies to your spouse (if applicable).

STUDENT	SPOUSE
<input type="checkbox"/> <b>I filed a 2019 Federal Tax Return.</b> Did you use the IRS Data Retrieval Tool* to transfer your 2019 tax data directly from the IRS to the FAFSA  <input type="checkbox"/> Yes  <input type="checkbox"/> No – Update your FASFA and use the IRS Data Retrieval Tool OR submit a copy of your 2019 Tax Return Transcript ** If student and spouse filed separate 2019 IRS income tax returns, then 2019 Tax Return Transcripts must be provided for each. <i>(see information below)</i>	<input type="checkbox"/> <b>I filed a 2019 Federal Tax Return.</b> Did you use the IRS Data Retrieval Tool* to transfer your 2019 tax data directly from the IRS to the FAFSA  <input type="checkbox"/> Yes  <input type="checkbox"/> No – Update your FASFA and use the IRS Data Retrieval Tool OR submit a copy of your 2019 Tax Return Transcript ** If student and spouse filed separate 2019 IRS income tax returns, then 2019 Tax Return Transcripts must be provided for each. <i>(see information below)</i>
<input type="checkbox"/> <b>I did NOT file a 2019 Federal Tax Return, but did earn income in 2019; however, I was not required to file taxes. (Complete Section C)</b>  <b>**An IRS Letter of Non-Filing is required for the student if they did NOT file 2019 taxes**</b> <i>(see information below)</i>	<input type="checkbox"/> <b>I did NOT file a 2019 Federal Tax Return, but did earn income in 2019; however, I was not required to file taxes. (Complete Section C)</b>  <b>**An IRS Letter of Non-Filing is required for the spouse if they did NOT file 2019 taxes**</b> <i>(see information below)</i>
<input type="checkbox"/> <b>I was NOT employed and had NO INCOME earned from work in 2019.</b>  <b>**An IRS Letter of Non-Filing is required for a student if they did NOT file 2019 taxes**</b> <i>(see information below)</i>	<input type="checkbox"/> <b>I was NOT employed and had NO INCOME earned from work in 2019.</b>  <b>**An IRS Letter of Non-Filing is required for a spouse if they did NOT file 2019 taxes**</b> <i>(see information below)</i>

**\*IRS Data Retrieval Tool**

- Make a correction to you FAFSA online and access the tool within the Financial Information section.
- Don't forget to sign and submit the FAFSA correction.

This allows on-line FAFSA filers to pull their tax data direction from the IRS to auto-fill the tax portion of the FAFSA and is the quickest way to get accurate tax information to the Financial Aid Office.

**\*\*How to Obtain an IRS Tax Return Transcript or a Letter of Non-Filing**

- Make an on-line request at <https://www.irs.gov/individuals/get-transcript>  
 The requester must have access to a valid email address, a text-enabled mobile phone (pay-as-you-go plans cannot be used) in the requester's name, and specific financial account numbers (such as a credit card number or an account number for a home mortgage or auto loan). The transcript will display on-line upon successful completion of the IRS's two-step authentication.
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### C. Submit Copies of W-2's (For Non-Tax Filers)

All non-tax filers (Students and Spouses, if applicable) must provide copies of all your W-2 forms for income earned from work that were NOT filed with a 2019 Federal Income Tax Return. If you have lost any W-2's, you may order a Wage and Income Transcript from the IRS. You can request this transcript from [www.irs.gov](http://www.irs.gov). If no employer W-2 can be provided, please list below the employer name, amount earned for 2019, and the reason it cannot be provided.

Employee's Name (Student or Spouse)	2019 Amount Earned	Employer's Name	Reason for Not Providing

### D. Signatures

The student must sign and date below. If married, the spouse's signature is optional.

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

Each person signing this worksheet certifies that all the information reported is complete and correct.

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 Student's Signature

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 Date

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 Spouse's Signature (not required)

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 Date

**Please make a copy of this worksheet for your records.**

**Do not mail this worksheet to the U.S. Department of Education.**

***Submit this worksheet to the Financial Aid Office at Carson Newman University, 1646 Russell Avenue,  
Jefferson City, TN 37760 or by fax at 865-471-2035.***

***If you should have any questions, please contact the Financial Aid Office at 1-800-678-9061 or 865-471-3247.***