
STUDENT NAME

BRANDMAN ID NUMBER

You may use this form to request a review of your aid eligibility because of extenuating circumstances not addressed on your 2018-2019 Free Application for Federal Student Aid (FAFSA). *Changes resulting from this review **do not** guarantee an increase in aid. Incomplete appeals will not be reviewed.*

REDUCTION OF INCOME (at least 10 weeks of unemployment or 20% reduction in income since 2016)

DO NOT LEAVE BLANKS. Indicate N/A if it does not apply to you.

Provide all of the following:

- Your 2017 signed federal tax transcript
- 2017 W-2 forms
- Copy of employer separation letter
- Detailed letter of explanation concerning your loss of income including:
 - Your current or prior employer's/agency's name, address and phone number
 - Separation date or date your income was reduced

2017 Other Non Taxable Income

(Pensions, annuities, TANF, child support received, VA non-education benefits, etc)

STUDENT: \$ _____

SPOUSE: \$ _____

DIVORCE - SEPARATION - DEATH OF SPOUSE:

Attach a letter of explanation, including the following:

- Date of divorce/separation/death of spouse, if it occurred *after* filing the 18-19 FAFSA
- 2017 Tax Return Transcript and W-2 forms for both student and spouse
- For separation: copy of legal separation agreement or documentation of separate residences (i.e. copy of utility bills)
- List current household members, relationship, age, monthly child support and alimony you will receive
- List current business value and/or farm value and/or investment value, and business debt and/or farm debt and/or investment debt

UNUSUAL EXPENSES

The Financial Aid Office has established a budget for educational and personal expenses. **If you have expenses that are of an extraordinary nature, submit this form and provide the requested documentation.** Do not include basic living expenses such as rent, insurance of any type, food, credit card debt, auto maintenance, and/or entertainment.

The format of the below information should include a letter of explanation and an itemized list of expenses claimed. Please cross-reference the itemized expenses with the supporting receipts or other documentation provided.

1. Child Care Expenses:

Provide a letter stating who pays for the childcare, your relationship to the child and if the child receives full or part-time care. Also include a letter from your childcare provider indicating the names and ages of the children in childcare and the amount paid.

2. Extended Family Support:

Provide a detailed letter of explanation if you contribute support to relatives not reported as a member of your household on your *Free Application for Federal Student Aid (FAFSA)*; provide documentation that includes the amount you pay each month along with an itemized list of expenses.

3. Computer Purchase:

If you purchased a computer for school, you may request a onetime increase to your cost of attendance. You must provide a receipt as proof of purchase.

4. Medical/Dental/Optical:

Provide a detailed letter of explanation. Attach photocopies of receipts for bills incurred for all medical, dental, and/or optical expenses not covered by your insurance.

5. Other Expenses:

Provide a detailed letter of explanation. Include copies of receipts for bills incurred for other additional expenses not included in the above categories. Do not include basic living expenses such as rent, insurance of any type, food, credit card debt, auto maintenance, and/or entertainment.

CERTIFICATION STATEMENT

I CERTIFY THE SUBMITTED INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE READ EACH SECTION AND HAVE PROVIDED THE REQUIRED DOCUMENTATION. I UNDERSTAND THAT UNDERESTIMATING PROJECTED INCOME COULD RESULT IN REDUCED ELIGIBILITY AND/OR REPAYMENT OF AID AND/OR DENIAL OF FUTURE REVIEWS/APPEALS, IN THIS YEAR OR NEXT YEAR.

STUDENT SIGNATURE *(handwritten signature only)*

DATE

Submit completed form via the student portal OR
Fax: 866-659-1147 **Mail:** Brandman University, Financial Aid Office, Third Floor 16355 Laguna Canyon Rd, Irvine, CA 92618