



Submit this form, along with all required supporting documentation, if the income information on your 2023-2024 Free Application for Federal Student Aid (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. Adjustments are not typically considered until after the student has received an initial financial aid offer.

**A. STUDENT'S INFORMATION**

Full Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Longwood ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

**B. TYPE OF APPEAL AND REQUIRED DOCUMENTATION**

Select the reason below that closely relates to your request, and submit all of the documentation listed for your selection. *Please include the student's name and Longwood ID Number on each item submitted.*

**Death of a parent has occurred:**

- A written statement explaining your current financial situation, including the time frame of financial hardship and date when your spouse passed, and how the income reported on the FAFSA no longer represents your financial situation.
- Copy of the death certificate
- Documentation of any benefits, pensions, or life insurance payments made to the family.
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s

**Divorce or Separation of parents has occurred since the FAFSA was filed:**

- A written statement explaining your current financial situation, including the time frame or date when the divorce or separation occurred, the current address of each parent, and which parent's information will remain on the 2023-2024 FAFSA. The parent, and stepparent (if applicable), who remains on the FAFSA should be the parent the student lived with more in the past 12 months. If the student spends equal time with both parents, report the parent who provided more financial support to the student in the past 12 months.
- Proof of separate residences – provide copies of a utility bill or lease agreement for each parent/step-parent showing separate addresses.
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s.

**A one-time, non-recurring income was received during 2021:**

- A written statement explaining your current financial situation, including the time frame or date when the non-recurring income was received, how it was spent, and how much is left.
- Copy of documentation identifying the source and amount of the one-time income
- Documentation supporting how the funds were spent (i.e. receipts, statements, paid bills, etc.)
- Signed copy of 2021 and 2022 (if completed) Tax Returns, including the 1040 and Schedules 1, 2, 3 as well as all applicable W-2s and 1099s.

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