

## 2023-2024 Special Circumstance Appeal - Loss of Income



Office of Financial Aid

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

If an independent student, or the parent(s) of a dependent student, loses their job, the Department of Education permits Purdue University Fort Wayne (PFW) to update information on the student's FAFSA to recalculate their eligibility for grants. If you already have a bachelor's degree, you are NOT eligible to appeal as you are ineligible for grants.

***If updates will not help you in any way, your appeal will be denied.***

**Please submit the following with this cover letter.**

- ☐ Typed, signed, and dated personal statement
- ☐ Documentation confirming the income loss, such as a letter of termination
- ☐ Most recent paystub from each employer during the 2023 calendar year
- ☐ Most recent unemployment benefits
- ☐ Completed verification form and documentation (if selected)
- ☐ Additional documents supporting your statement and appeal

**What should I include in my TYPED personal statement?**

***(Incomplete appeals will not be processed.)***

Your signed and dated personal statement should include an explanation of why you are submitting the appeal as well as any vital information to help us understand your situation when processing your appeal. You must include start and end dates (at least month and year) for everything. Examples: when a period of furlough began and ended, the date income was lost and then reinstated, when various jobs were lost and then new jobs began, etc. Incomplete submissions will not be processed and could result in a balance with PFW.

**What happens next?**

Appeals are handled in the order they are received. Once your form is received you will see it listed on your goPFW account under the [Billing and Financial Aid](#) tab. Please monitor your PFW student email for any communication regarding your appeal. If further information is needed to process your appeal, and/or after your appeal has been processed, you will be notified through your PFW student email.

*I understand by signing below I am asking the Purdue University Fort Wayne Financial Aid Office to make the above indicated adjustments to my FAFSA. I further understand that making these adjustments may cause changes to my student account and my bill, and that it is my responsibility to ensure my bill is paid in full with the Bursar after these adjustments are processed to my financial aid account.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Dependent students only)*

*Appeals can be submitted by fax, mail, or in person. Email submissions and electronic signatures will not be processed.*