

REQUEST FOR REVIEW OF STUDENT AID INDEX

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Financial Aid Office 1727 W. Alabama Chickasha, OK 73018-5322

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The Financial Aid Office packages your aid based on your “financial need.” Financial need is the difference between the Cost of Attendance (COA) at the University of Science & Arts of Oklahoma (USAO) and Student Aid Index (SAI). The SAI is the amount you and your family are expected to be able to contribute to your education, as determined by the data you report on your FAFSA. The COA includes both estimated University costs and expenses not directly related to USAO, such as transportation costs and personal expenses.

The Financial Aid Office has the authority to re-evaluate and revise the values of the data used to calculate the Federal Pell Grant Award, the cost of attendance, and the values of the data used to calculate the Student Aid Index (SAI). Any approved revisions must be well documented and must be unique to the individual. When considering your appeal, the Financial Aid Office reviews the timeliness of your request, the nature of the change in circumstances and the quality of the supporting documentation. Appeals may include verification of the original FAFSA data before any adjustments are considered. Appeals are subject to federal, state, and institutional regulations.

Special Circumstances

USAO will consider appeals for a recalculation of SAI based on a student’s **special circumstances**.

Special circumstances may include, but are not limited to, 1) Recent unemployment of the student, spouse, or contributing parent. 2) Medical and dental expenses not covered by insurance. 3) Unusually high child-care or dependent-care expenses. 4) Being homeless or a dislocated worker. 5) Tuition expenses at an elementary school or secondary school. 6) Other changes to the student’s status or family’s income or assets.

USAO will **not** consider appeals for those circumstances the Department of Education lists as “unreasonable” adjustments. Examples of unreasonable adjustments are (but are not limited to): recurring costs such as vacation expenses; tithing expenses; and standard living expenses (i.e., utilities, credit card debt, children’s allowances, etc.)

How to appeal

1. Submit a **request for an SAI recalculation** (this form)
2. Include a **signed statement** that details your special circumstances.
3. Include requested **supporting documentation** and **any other documentation** that supports your case.
4. If you are selected for a verification of your FAFSA and have not completed the verification process, you will receive a request for the required additional documentation.

You will be notified of a decision regarding your appeal within 30 days of receipt of all requested documentation. **All decisions are final** and cannot be appealed.

REQUEST FOR REVIEW OF FAMILY CONTRIBUTION

Student Name: _____ Student ID: _____

Address: _____ Phone: _____

Please check all that apply. Be sure to attach the **suggested documentation**, or valid substitutes, and a **signed letter explaining your appeal** in detail. It is important that you include as many specific amounts or estimates as possible.

_____ **Loss of employment or change in employment** – Parent, spouse, or student excepts income to be significantly less than the year reported on the FAFSA. Example: more than six weeks or more of involuntary unemployment, forced retirement, or other non-elective loss of earned income.

Suggested documentation:

- letter of termination from employer
- statement of current expected income
- copy of last paycheck stub
- documentation of severance pay, vacation pay, retirement benefits, unemployment and/or disability benefits

_____ **Nonrecurring income** - Current income is not representative of customary family income because of a reported one-time capital gain, retirement distribution, or moving expenses compensation.

Suggested documentation:

- signed copy of tax return. Include if filed: Schedules 1, 2, 3, Form 3903 (moving expenses), and Schedule D (Capital gains and losses).
- a current paycheck stub showing earned income and deductions to date
- statement of amount and how it was used or spent

_____ **Loss of untaxed income or benefits** - Parent, spouse or student who received unemployment compensation or some untaxed income or benefits the previous year has lost that income in the current year. Includes: court ordered child support, social security benefits, untaxed retirement, or disability benefits, etc.

Suggested documentation:

- statement of amount of income received from the lost source
- court documents, other proof that income has ceased, and the last date benefit was received.

_____ **Divorce and/or Separation or Death of Spouse or Parent** - Changes in the family resources and income due to a separation or divorce or the death of a family member that occurred after the FAFSA was filed.

Suggested documentation:

- court documents verifying divorce or legal separation
- statement of separation
- certification of death or copy of obituary
- copy of federal tax return with all W-2's

_____ **Other special circumstances** - Provide detailed statement explaining reason for request. Attach documentation that supports the situation (additional documentation may be requested).

In signing this form, I certify that I have read the form and have provided true and accurate information and I understand that the decision of the Financial Aid Administrator is final.

Student Signature: _____ Date: _____

Parent Signature (if dependent): _____ Date: _____