



2020- 2021 Appeal for Reduction in Income Form

Student Name: _____ **UK Student ID:** _____

This form is to be completed when you, or your family, has special circumstances and the 2018 income information on your 2020-2021 Free Application for Federal Student Aid (FAFSA) does not reflect your family's current ability to assist with educational expenses. You cannot file this form if the change in income occurred after December 31st, 2020.

- Review and total processing of this appeal may take up to 4 weeks.
- Submission of an appeal does not guarantee additional aid and you are still responsible for paying any outstanding balance.
- Check your UK email for additional documents/information that may be requested after submitting this appeal
- Appeal will not be considered and cannot be submitted earlier than **90 days** after the date the change in circumstances occurred.
- Appeals initially submitted, or incomplete, on or after December 1st, 2020 for adjustments based on 2020 income will require a signed 2020 Federal Tax Return and/or W-2(s).

Note: If you were selected for the Federal Verification Process, you must complete the process through KHEAA before an appeal can be considered. Requirements for this process are listed on your account at kheaverify.com. Once your Verification has been completed, your appeal may be considered.

Complete steps 1, 2, 3, & 4. Complete and sign page 2. If applicable, complete and sign page 3.

Student's name and UK ID number must appear on all pages of this appeal form and all attached documentation.

Step 1: Write and Sign a Detailed Statement

Provide a signed statement indicating what has changed in your family's circumstances, the names of which family members were impacted, and the date the change took effect. Include any new income benefits are being received that were not received in 2018 or 2019 (such as, but not limited to, retirement benefits, insurance benefits, unemployment, worker's compensation and Social Security), the amount and documentation of benefits. For dependent students, statement may be written and signed by a parent if impact was to one or both parents.

Step 2: Submit a signed copy of 2019 Federal Tax Return and copy(s) of 2019 W-2(s) for all who have been impacted.

For example: If a parent has become unemployed, submit the 2019 Federal Tax Return and W-2s for the parent(s) but not the student. If an extension of the 2019 tax return has been filed with the IRS, you must submit alternative documentation including: signed copy of IRS Form 4868 for 2019 extension, copies of all 2019 W-2s and earning statements. If self employed, please submit a signed statement certifying adjusted gross income and taxes paid.

Step 3: Select option that is most accurate:

- 2019 is most reflective of family's current financial situation.
- 2020 is most reflective of family's current financial situation. This appeal cannot be submitted any earlier than April 1, 2020. Complete page 3 of this form.

Please submit Appeal Form to your Financial Aid Counselor via email or mail to the address below:

University of Kentucky Office of Student Financial Aid
127 Funkhouser Building, Lexington, KY 40506-0054

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Step 4: Select a Reason for Appeal

Review the acceptable reasons for appeal and the required supporting documentation listed below. Additional documentation or clarification may be requested after review by the Office of Student Financial Assistance. You (and parent of dependent student) must complete and sign this page for your appeal to be considered. Student's name and UK ID must be written on all supporting documentation.

- A. Unemployment or Loss of Wages:** If impact occurred in 2020, or if 2020 income more accurately reflects your family's financial situation and you want 2020 income considered for this appeal, you must complete and sign page 3 of this form. Provide supporting documentation including but not limited to the most recent 2020 pay stubs, documentation of unemployment earnings, letter of termination, and other documentation you think will support your appeal.

- B. Loss of Untaxed Income:** Your signed statement must specify the type of untaxed income (ex: child support received) and amount received in 2019 and how much is expected to be received in total in 2020. You must specify the dates when the untaxed income amounts will change. Provide documentation (ex: child support agreement specifying support is to end on child's 18th birthday) showing loss of the specified untaxed income).

- C. Death of a Family Member:** Submit a copy of death certificate or obituary and W-2 of surviving parent.
Name and relationship to student: _____
Date of death: _____ Number in Household: _____ Number in College: _____

- D. Divorce or Separation:** Provide separation or divorce decree, letter from lawyer, or court papers, and W-2s. Write date of divorce or separation: _____. Write name of parent who is currently and will continue to provide more than 50% financial support for the student: _____. Include in statement the name(s) and relationship(s) to you (the student) of all household members reported on the FAFSA who will be supported by the parent listed here. Number in Household: ____ Number in College: ____

- E. Disability or Retirement:** Provide documentation and include in statement all benefit changes being received such as insurance benefits.

- F. Extenuating Medical Expenses Paid by the Family:** An adjustment may be considered for direct medical expenses not paid by another entity. Provide your **Schedule A** from Federal Tax Return for tax year bills were paid. If a Schedule A was not filed with the Federal Tax Return, you must provide documentation of all bills paid by the family. Note: Medical expenses are included in calculating the Expected Family Contribution (EFC) on the 2020-2021 FAFSA. Only bills paid out of pocket in excess of the amount already considered in the EFC calculation (10%) will be considered.

- G. Other:** Must detail in signed statement and provide documentation.

Signing this form certifies all information reported on page 1, 2, 3 are complete and correct. The student must sign and date. If the student is dependent, a parent must also sign and date.

Student Signature	Date	Parent Signature	Date
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