

St. John's University Office of Student Financial Services

2024-2025 Reconsideration Form for Special Circumstances

Submit form by uploading to: www.stjohns.edu/SFSdocumentupload http://www.stjohns.edu/verification

Student's Name:	Student ID		
,			
Email:	Phone:		

If you and your family have experienced a major change in financial circumstances or would like to request a review of federal financial aid eligibility you may request a review of your financial aid based on special circumstances. The Office of Student Financial Services will review your request for reconsideration to determine if an adjustment is merited. Please monitor your UIS account for the status of your request, additional documentation request, and any associated changes to your financial aid awards.

Important Notes:

- Include student's name and University ID# (X#), on every document submitted.
- Allow a minimum of 2 weeks after submitting this form and all required/requested documents for review of your appeal.
- All listed documents must be submitted at the time of submission of this Reconsideration Form.
- If needed, St. John's will request additional information to support your Reconsideration request.
- A valid 2024-2025 Free Application for Federal Student Aid (FAFSA) must be on file with St. John's University.
- Check off the Special Circumstance and submit all documentation listed on the related Required Documentation Checklist with this completed/signed Reconsideration Form.
- Submit a signed and dated statement explaining the basis for the request.
- You should keep a copy of this form for your records.

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		cumstance and submit all required documentation			
Check	Special Circumstance	Required Documentation Checklist			
1.	Loss of parental income due to separation or divorce of student's parents or Loss of student's income due to separation or divorce of student and spouse	 Copy of divorce decree or Copy of legal separation agreement or Copy of letter from attorney stating the earliest date of separation OR If separation is not yet legal, Proof that parents or student and spouse, are living in separate addresses (i.e. utility bills, lease agreements from each parent or 			
		student/spouse) AND 2022 Tax return transcript or signed 2022 Tax return and 2022			
		W-2 form(s) for the custodial parent			
2.	Loss of parental income Or Loss of student income	□ Loss of employment: Submit termination letter, and proof of unemployment benefits being received if any AND/OR			
		 Earning less in 2023: Submit a signed copy of 2023 Tax Return or Tax Return Transcript or last paystub, or 2023 W-form(s) Earning less in 2024: Submit final/current paystub and a letter or projected income for the 2024 calendar year, including all taxable and untaxed income expected 			
3.	Loss of parental income due to one of the parent's death or	 □ Copy of death certificate □ If parents or student/ spouse filed taxes jointly in 2022, submit copies of each tax filer's 2022 W-2 forms 			
	Loss of student's income due to spouse's death	□ 2022 Tax return transcript or signed 2022 Tax return			
4.	Unreimbursed Medical Expenses	□ Submit a copy of 2022 IRS tax return transcript or signed 2022 Tax return and Schedule A. (Medical expenses must be listed)			
5.	The student or parent(s) no longer receive untaxed benefits such as Social Security, VA benefits, child support, or other sources of income listed on the 2024-2025 FAFSA.	□ Submit documentation of the benefit amount received and the termination date of that benefit			
6.	Tuition was paid in 2022 or 2023 for a family member, other than the student applying for the appeal, for private elementary or high school tuition	□ Submit a letter on school letterhead signed by a school official listing the amount of tuition paid from January through December of 2022 or 2023			
7.	Other Explain:	☐ Please submit a signed, detailed letter explaining the financial circumstances which prevent you from meeting your/ the student' educational expenses.			

	7.	Other Explain:			Please submit a signed, detailed letter explair circumstances which prevent you from meetin educational expenses.		
	•	ormation reported tion that applies to	•	d co	rrect to the best of my ability, and that I have	ve attached the	
Stu	ıdent Signature	;	Date		Student's Spouse Signature	Date	_
Par	ent Signature		Date				

The best way to verify income is by providing consent and approval on the FAFSA to use the Future Act Direct Data Exchange (FA-DDX) that allows the IRS to disclose Federal Tax Information (FTI) to Federal Student Aid (FSA). In most cases, no further documentation is needed to verify 2022 income information that was transferred into the FAFSA using Future Act Direct Data Exchange (FA-DDX).

Federal regulations require Tax filers to submit either a Signed Federal 2022 Tax Return or a 2022 IRS Tax Return Transcript. For individuals submitting a Tax Return Transcript, a 2022 IRS Tax Return **Transcript** may be obtained through:



- Get Transcript by MAIL Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript by MAIL." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "Account Transcript." The transcript is generally received within 10 business days from the IRS's receipt of the online request.
- Get Transcript ONLINE Go to www.irs.gov, click "Get Your Tax Record." Click "Get Transcript ONLINE." Make sure to request the "IRS Tax Return Transcript" and **NOT** the "Account Transcript."



• Automated Telephone Request – 1-800-908-9946. The transcript is generally received within 10 business days from the IRS's receipt of the telephone request.



• Paper Request Form – IRS Form 4506T-EZ or IRS Form 4506-T. The transcript is generally received within 10 business days from the IRS's receipt of the paper request form.

