



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.

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.

