2017–2018 Financial Aid Appeal Request Instructions

Change in Circumstances

We know there may be times when your or your family's circumstances change unexpectedly. In cases where there has been an unforeseen change that creates a financial hardship, you may be able to receive assistance by using our appeal process.

Certain circumstances can be evaluated for additional financial resources on an emergency basis, such as those on the following page.

Completing the Financial Aid Appeal Request

Please take special note of the following requirements and procedures as you complete the Appeal Request:

1. For new students starting in the 2017–2018 academic year, to be considered for a review of Drexel institutional need-based aid, you must file a 2017–2018 CSS PROFILE by the deadline published for your application choice (new students only).
2. For new and continuing students, to be considered for a review of federal and/or state aid, you must file the 2017–2018 FAFSA at fafsa.gov if you have not already done so.
3. Answer all the questions on the following page fully. Note that for each circumstance listed, there is additional documentation that you are required to provide. Appeal Requests that lack the required documentation will not be reviewed.
4. Please make sure that your name and University ID number appear on each additional document.
5. Only submit tax or financial documentation that is specifically listed on the instructions for each type of scenario.
6. Please DO NOT submit copies of actual tax returns; we can only accept IRS Tax Return Transcripts, which can be ordered at irs.gov/individuals/get-transcript.
7. A letter from you and/or your parent/guardian should accompany your Appeal Request. This letter should contain detailed information about the change in your financial circumstances.

If you have any questions about the appeal process, please contact us via ask.drexel.edu.

Alternative Financing Options

Before you submit an Appeal Request, you may wish to consider the following financing options:

- Monthly Installment Payment Plan
- Direct PLUS Loan
- Private Education Loan
- Private Scholarships

Detailed information about each of these options can be found at drexel.edu/drexelec/financing. Please contact Drexel Central at 1.877.DREXEL.5 or electronically at ask.drexel.edu for counseling on these and other financing options or with any questions regarding the appeal process.
2017–2018 Financial Aid Appeal Request

*Please note that this form is ONLY for U.S. citizens or permanent residents.*

Date_____________________________

Student Name________________________________________ University ID_________________________

Address___________________________________________________________________________________

City___________________________________________       State_______________       ZIP Code____________

Phone_________________________________________      Email_____________________________________

Date of Birth____________________________________       Major____________________________________

☐ New Student       ☐ Continuing Student

Please include a written statement explaining your change of circumstances and select the option(s) that best describe(s) the change in your/your family’s financial circumstances. If you are a dependent student, the circumstances described and additional documentation requested are for your parents. If you are an independent student, the circumstances described and additional documentation requested are for you.

☐ **Recent Loss of Employment**
  • Copy of your and/or your parent’s 2015 and 2016 IRS Tax Return Transcript and W2s
  • Proof of unemployment benefits eligible to receive
  • Proof of any severance pay you or your parents received

☐ **Recent Reduction in Income**
  • Copy of your and/or your parent’s 2015 and 2016 IRS Tax Return Transcript and W2s
  • You or your parent’s three most recent pay stubs

☐ **Recent Divorce/Separation**
  • Copy of your and/or your parent’s 2015 and 2016 IRS Tax Return Transcript and W2s
  • Proof of divorce proceedings or legal separation

☐ **Recent Death of Parent or Spouse**
  • Copy of death certificate
  • Copy of your and/or your parent’s 2015 and 2016 IRS Tax Return Transcript and W2s

☐ **Loss of One-Time Income**
  • Copy of your and/or your parent’s 2015 and 2016 IRS Tax Return Transcript and W2s
  • Proof of one-time income source

☐ **Out-of-Pocket Personal Expenses Not Reported on FAFSA**
  • Documentation of expenses

Phone: 215.895.1600
Fax: 215.895.2939
Email via ask.drexel.edu
drexel.edu/drexelcentral