DREXEL UNIVERSITY
Office of
Financial Aid
Drexel Central

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

2027–2028 Domestic Student 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 2027–2028 academic year, to be considered for a review of Drexel institutional need-based aid, you must file a 2027–2028 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 2027–2028 FAFSA at **fafsa.gov** and have received your financial aid award package.
3. Complete the following form in its entirety. 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/drexelcentral/financing**. Please contact Drexel Central at 215.895.1600 or electronically at **ask.drexel.edu** for counseling on these and other financing options or with any questions regarding the appeal process.

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

New students — submit this form along with the appropriate documentation via Discover Drexel at **discover.drexel.edu**.
Continuing students — submit this form and application documents via DrexelOne at **one.drexel.edu**.

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 parents' 2025 and 2026 IRS Tax Return Transcripts 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 parents' 2025 and 2026 IRS Tax Return Transcripts and W2s
- Your or your parents' three most recent pay stubs

☐ **Recent Divorce/Separation**
- Copy of your and/or your parents' 2025 and 2026 IRS Tax Return Transcripts 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 parents' 2025 and 2026 IRS Tax Return Transcripts and W2s

☐ **Loss of One-Time Income**
- Copy of your and/or your parents' 2025 and 2026 IRS Tax Return Transcripts and W2s
- Proof of one-time income source

☐ **Out-of-Pocket Medical/Dental Expenses Not Reported on FAFSA**
- Documentation of expenses not covered by medical/dental insurance