

STEP 1- Letter of Explanation

Provide a detailed letter of explanation

STEP 2- Required Documents

NOTE Appeals will not be reviewed until all required documents are provided by the student for each situation	
SITUATION	REQUIRED DOCUMENTATION
total loss of full time employment for at least 3 months in 2023/2024.	IRS Letter of Non-Filing for parent <i>if</i> they did not file taxes*
total loss of untaxed income or benefit.	_____ IRS Letter of Non-Filing for parent <i>if</i> they did not file taxes*
unusual one-time income reported on their 2022 IRS Tax Return. *Note: <i>may not</i>	IRS Letter of Non-Filing for parent <i>if</i> they did not file taxes*
Your parents separated/divorced. Your parent has passed away. Date of occurrence _____	IRS Letter of Non-Filing for parent <i>if</i> they did not file taxes*
Other: *Note:	IRS Letter of Non-Filing for parent <i>if</i> they did not file taxes*

C. Submit Copies of all Earnings, Other Income, & Resources:

The sources and amounts of earnings, other income, and resources that supported the individuals for the 2022 tax year.

Copies of W-2s or an equivalent document for each source of 2022 employment income.

Wage and Income Transcript

Signatures

STUDENT SIGNATURE: _____ 6gDUp__ 4(.)13RE: *f*
