STEP 1- Letter of Explanation

Provide a detailed letter of explanation regarding your current situation that you are asking us to consider. Please remember to include applicable dates and any documentation supporting your circumstance.

STEP 2- Required Documents

Complete the section below that corresponds to your circumstance. NOTE, Appeals will not be reviewed until all required documents are provided by the student for each situation. SITUATION (Check the box for your situation) REQUIRED DOCUMENTATION Copy of 2022 IRSTax Return Transcript and W-Your parent(s) had a total loss of full time employment tice of termination of employment for at least 3 months in 2023/2024. Copy of 2023 Tax Return Transcript Copies of 2023 W-Copies of 2024 pay stubs for all employment Name of person Document unemployment benefits & amount received unemployed: Document all other sources of income (taxed & untaxed) Their relationship to Document date disability/ disaster caused unemployment Student: Documentation of employer disability payments Documentati tion Number of weeks Parent unemployed in 2023/2024 to Document Official Declaration of Natural Disaster status date: IRS Letter of Non-Filing for parent if they did not file taxes* Copy of 2022 IRSTax Return Transcript and W-Your parent(s) had a total loss of untaxed income or tification of loss of benefit benefit. Copy of 2023 Tax Return Transcript Benefit Lost: Copies of 2023 W-Document amount of benefits received in 2023 and 2024 Unemployment Social Security Ohild Support Copies of most recent pay stubs for all 2024 employment Document all other sources income (taxed & untaxed) in addition (as it applies) Document unemployment benefits & amount received in 2024 Other: Last date benefit received Court documents verifying date of loss of child support IRS Letter of Non-Filing for parent if they did not file taxes* Copy of 2022 IRSTax Return Transcript and W-Your parent(s) had an unusual one-time income Copy of original 2022 1040 IRSTax Return including all reported on their 2022 IRS Tax Return. Copy of 2023 Tax Return Transcript *Note: Income used towards discretionary expenses may not be Copies of 2023 Wtaken into consideration as a reason to adjust aid eligibility. Documentation of source of income Signed and dated statement indicating how the one time income was used along with supporting documentation. IRS Letter of Non-Filing for parent *if* they did not file taxes* Copy of 2022 IRSTax Return Transcript and W-You have already filed your FAFSA and since that time: Copy of 2023 Tax Return Transcript Copies of 2023 W-Your parents separated/divorced. Copy of court documented separation/ divorce decree Your parent has passed away. And/ or Documentation of separate residences. tificate or obituary Date of occurrence _____ IRS Letter of Non-Filing for parent if they did not file taxes* Copy of 2022 IRSTax Return Transcript and W-Other: Copy of 2023 Tax Return Transcript Copies of 2023 W-*Note: The Financial Aid staff will review your circumstance to All applicable documentation to support your circumstance. determine if it is a viable situation for a professional judgment. IRS Letter of Non-Filing for parent if 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.

All copies are to be submitted to the Catawba College Financial Aid Office. Please attach copies to this form.

If you have lost any W- <u>Wage and Income Transcript</u> from the IRS to satisfy the requirement. You can obtain this Transcript from the same website that you request a Tax Return Transcript.

<u>Signatures</u>

Each person signing below certifies that all of the information reported is complete and correct. The student and one parent whose information was reported on the FAFSA must sign and date.

STUDENT SIGNATURE:	6 gDUp4(_)13RE:_ <i>f</i>	