

**AUBURN UNIVERSITY STUDENT FINANCIAL SERVICES
2023-24 INDEPENDENT STUDENT
FAMILY CONTRIBUTION APPEAL INSTRUCTIONS**

1. Students who wish to submit a Family Contribution Appeal should contact our office. This can be done by sending an email to woodsab@auburn.edu with a brief description of your reason for requesting the appeal. We will then create a task for this request on your Student Forms Portal (accessible thru AU Access on your My Finances or Admitted Student tab) so that you can upload and submit required documentation there.
2. After we have added the task in your Student Forms Portal, you will need to register your Student Forms Portal account if you haven't already done so. Then you can access your task for appeal where you can complete the form and upload your supporting Third Party documentation.
3. Appeal requests will be reviewed within a reasonable time frame after all requested documentation has been received. Students will be notified of the appeal decision by email at their AU email address. The circumstances listed below are the most common circumstances that we review, but we may also review other circumstances that are not listed.

Third Party Documentation: Students should submit a signed copy of their 2022 Federal Tax Return, the Projected Income Form, and other documentation relevant to your circumstance (see below). The tax return should be signed by the tax filer, not the tax preparer.

<u>Circumstance</u>	<u>Required Documentation</u>
I worked full-time in 2022 (at least 35 hours a week for at least 30 weeks), however, I am no longer employed full-time.	Submit a copy of your resignation letter or termination notice from your employer. This letter should show the last date of employment.
My job status has changed and I have a reduction in income.	Submit explanation.
Since completing my financial aid application, I am no longer married due to a separation, divorce, or death of my spouse.	Submit a copy of the divorce decree, death certificate or a letter from your attorney indicating the separation status.
My spouse earned money in 2022 but has lost his/her job for at least 10 weeks.	Submit a copy of his/her resignation letter or termination notice from the employer. This letter should show the last date of employment.
I, or my spouse, earned money in 2022 but have not been able to earn money in the usual way for at least 10 weeks because of a disability or natural disaster.	Submit a letter from your physician indicating the nature of your disability, or submit a letter from the appropriate state or federal agency indicating that your area has been designated an area eligible for natural disaster relief.
I, or my spouse, received unemployment compensation or some untaxed income in 2022 but have completely lost that income or benefit	Submit a copy of your termination notice from the Unemployment Agency in your state. Submit proof of untaxed income that will not recur.
I, or my spouse have unusually high medical/dental/optical expenses paid out-of-pocket, not covered by insurance.	Submit copies of canceled checks and/or receipts for payments made to medical facilities.
I, or my spouse have expenses for elementary or secondary tuition for special needs child.	Submit a letter from the director of the school on letterhead indicating the annual tuition. The letter must be signed and dated by the director.

**AUBURN UNIVERSITY STUDENT FINANCIAL SERVICES
2023-24 INDEPENDENT STUDENT
FAMILY CONTRIBUTION APPEAL PROJECTED INCOME FORM**

Student Name _____

Student ID Number _____

Projected Income Information

Student's Information	Amount
Student's Income From Work	\$ <input style="width: 100px;" type="text"/> Year
Name And Address Of My Employer	_____ _____ _____
Student's Other Income Source _____ Include child support, unemployment compensation, interest/dividend income, rental income, alimony, trust funds, and any other sources of income.	\$ <input style="width: 100px;" type="text"/> Year <input style="width: 100px;" type="text"/> Month
Spouse's Information	Amount
Spouse's Income From Work	\$ <input style="width: 100px;" type="text"/> Year
Name And Address Of His/Her Employer	_____ _____ _____
Spouse's Other Income Source _____ Include child support, unemployment compensation, interest/dividend income, rental income, alimony, trust funds, and any other sources of income.	\$ <input style="width: 100px;" type="text"/> Year <input style="width: 100px;" type="text"/> Month

Certification: All of the information provided on this form is true and complete to the best of my knowledge. If asked, I agree to provide additional documentation if requested by the Office of Student Financial Services to prove the accuracy of this information.

Student Signature	Date	Spouse Signature	Date
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SCHOOL USE ONLY	Accept Request _____	Reject
Request _____		
Total 2022 Taxable Income	\$ _____	
Total 2022 Un taxable Income	\$ _____	
Federal Income Tax Owed 2022	\$ _____	
Reason _____		