



**CHANGE IN CIRCUMSTANCES  
FORM**

Student's Name \_\_\_\_\_ NDId \_\_\_\_\_  
Last First

Your financial aid for the **2017-18** academic year is based on **2015** income information. If your circumstances have changed since the filing of your 2017-18 financial aid applications, you may request a reevaluation of eligibility. **Your 2015 and 2016 federal income taxes must be on file with our office for us to consider any adjustment.** If 2016 federal income taxes have not yet been completed, 2016 W-2 statements, and documentation of income from all other sources will be required.

Please Check	Change in Circumstance	Required Supporting Information
<input type="checkbox"/>	<b>Significant loss of income due to termination or change in employment*</b>	<ul style="list-style-type: none"> <li>• Notre Dame <i>Parent Projected Income Statement</i> (choose tax year 2016 or 2017)</li> <li>• Notre Dame <i>Parent Monthly Expense Statement</i></li> <li>• Copy of the last/most recent pay stub for <b>both</b> parents in household</li> <li>• Termination notice from employer</li> <li>• Severance Statement (if applicable)</li> <li>• Copy of unemployment benefits (if applicable)</li> </ul> <p><small>*the earliest we will consider a request for reevaluation due to unemployment will be <u>12 weeks</u> from the date of termination *changes may not be considered if income loss for the year is not significant *you must notify the Office of Financial Aid if you become re-employed before the end of the year</small></p>
<input type="checkbox"/>	<b>One-time/Non-Recurring Income</b>	<ul style="list-style-type: none"> <li>• Clarification (e.g., IRA distribution, sale of property, inheritance, Form 1099)</li> <li>• Explanation of how income was used</li> </ul>
<input type="checkbox"/>	<b>Medical Expenses</b> (Not previously reported on CSS/PROFILE Application)	<ul style="list-style-type: none"> <li>• Documentation of outstanding/prior year medical bills <i>not</i> reimbursed or paid by insurance</li> <li>• Explanation of special circumstances</li> <li>• Notre Dame <i>Parent Monthly Expense Statement</i></li> </ul>
<input type="checkbox"/>	<b>Extended Family Support</b> (Not previously reported on CSS/PROFILE Application)	<ul style="list-style-type: none"> <li>• Explanation of special circumstances including name, age, relationship of person(s) receiving support along with documentation of financial support for relatives living outside family household (e.g., cancelled checks, wire transfer records, etc.)</li> </ul>
<input type="checkbox"/>	<b>Other</b> (e.g., educational debt, natural disaster)	<ul style="list-style-type: none"> <li>• Documentation of education related debt in the parent's name</li> <li>• Detailed explanation of the circumstance</li> </ul>

**ADDITIONAL INFORMATION**

*Please use the space below to explain any information on this form or expand upon your family's circumstances. Attach a separate document if more space is required.*

[Empty space for providing additional information]

Amount of additional financial aid requested to meet 2017-18 educational expenses:

\$

**STUDENT AND PARENT CERTIFICATION**

I/We certify that the information provided on this form is accurate and complete as of this date. I/We understand that the request of a financial aid reevaluation is not guaranteed to result in a change to my financial aid eligibility and does not release me from payment of any balance due on my student account. I/We also understand that any revision based on this appeal information does not guarantee the same adjustments will be made in future semesters and/or academic years.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Email \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Email \_\_\_\_\_

Written notification regarding the outcome of the review is typically sent within 10 to 14 business days of the receipt of the request; additional processing time may be needed if more information is required. During peak times for financial aid application review (first-time and renewal), additional delays in processing should be expected.