



**CHANGE IN CIRCUMSTANCES
FORM**

Student's Name _____ NDId _____
Last First

Your **2019-20** financial aid is based on **2017** income reported on the financial aid applications. If your circumstances have changed since the filing of your 2019-20 financial aid applications, you may request a reevaluation of eligibility. **Your 2017 and 2018 federal income taxes must be on file with our office for us to consider your request.** If **2018** federal income taxes have not yet been completed, 2018 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"/>	Significant loss of income due to termination or change in employment*	<ul style="list-style-type: none"> • Notre Dame <i>Parent Projected Income Statement</i> (choose tax year 2018 or 2019) • Notre Dame <i>Parent Monthly Expense Statement</i> • Copy of the last/most recent pay stub for both parents in household • Termination notice from employer • Severance Statement (if applicable) • Copy of unemployment benefits (if applicable) <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</small> <small>*changes may not be considered if income loss for the year is not significant</small> <small>*you must notify the Office of Financial Aid if you become re-employed</small></p>
<input type="checkbox"/>	One-time/Non-Recurring Income	<ul style="list-style-type: none"> • Clarification (e.g., IRA distribution, sale of property, inheritance, Form 1099) • Explanation of how income was used
<input type="checkbox"/>	Medical Expenses <small>(Not previously reported on the CSS Profile)</small>	<ul style="list-style-type: none"> • Documentation of outstanding/prior year medical bills <i>not</i> reimbursed or paid by insurance • Explanation of special circumstances • Notre Dame <i>Parent Monthly Expense Statement</i>
<input type="checkbox"/>	Extended Family Support <small>(Not previously reported on the CSS Profile)</small>	<ul style="list-style-type: none"> • 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.)
<input type="checkbox"/>	Other <small>(e.g., educational debt, natural disaster)</small>	<ul style="list-style-type: none"> • Documentation of education related debt in the parent's name • Detailed explanation of the circumstance

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 box for additional information]

Amount of additional financial assistance requested to meet 2019-20 educational expenses:	\$
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Additional financial assistance is determined on a case-by-case basis and may be in the form of a loan, employment, or scholarship. Submission of this form does not guarantee an adjustment or increase to your financial assistance.

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. **Electronic signatures are not acceptable.**

Parent Signature _____ Date _____

Parent Email _____

Student Signature _____ Date _____

Student Email _____

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. Additional processing time may be needed during peak times for financial aid application review.

Please submit signed and completed form, along with supporting documentation, to the Office of Financial Aid. Contact information provided below for email (preferred method) and mail.