

PURPOSE: The re-evaluation process allows students to provide information to the Financial Aid Department that supports a significant change in the student's income, assets and expenses that may have not been recorded on the FAFSA application.

REFERENCE TO: Cochise College policy; Student Financial Aid 4015.

SPECIAL CIRCUMSTANCE APPEAL:

The process of reviewing a student's Financial Aid Application when the student, student's contributor(s) (parent(s) or student's spouse) experience a significant change in income or expenses that was not reflected on the FAFSA. When a student applies for Financial Aid, income and asset information is used to determine how much the student/contributor can contribute toward educational expenses. Re-evaluation is appropriate when changes in income, assets or expenses in the **current calendar year** are significant enough to result in increased aid eligibility. The student will complete the Special Circumstances Re-Evaluation Appeal and provide supporting documentation for the Financial Aid Department to approve/deny.

Special Circumstances may include but are not limited to:

Death of parent of spouse	Loss or reduction of taxable benefits
Cost of Attendance adjustments	Child support changes
Independent Students	Student loss of income
Loss of unemployment benefits	All other discretionary expenses
Unable to provide parent data	Special Circumstances

Increases in Mandatory or Non-Discretionary expenses may include but are not limited to:

Unusual, unreimbursed medical care/disability	Tuition expenses for private elementary or secondary education
Child care expenses	Additional Transportation expenses

ADJUSTMENTS:

Adjustments can be made in 2 ways (These adjustments can be made for the student or in some cases the student's contributors:

- Adjustments to the information submitted on the FAFSA. **AND**
- Adjustments made for increased in mandatory or non-discretionary expenses.

PROCEDURE TO REQUEST RE-EVALUATION:

- Log onto www.fasfa.gov (link) and complete a Free application for Federal Student Aid.
- Call or come into the Financial Aid Department to discuss a Special Circumstance Re-Evaluation Request. You will be required to complete the Special Circumstance Re-Evaluation Form and attach all supporting documentation **no later than June 01 for the current academic year and no earlier than July 01 for the upcoming academic year**. All documents must be submitted in person, by email or through the MYCochise portal using the Additional Financial Aid Document link.
 - Financial Aid Department phone number: (520)-515-5417
 - Financial Aid Department email address: Finaid@cochise.edu (link)

A Special Circumstance Re-Evaluation request cannot be processed until the original application for Financial Aid (FAFSA) has been completed and verified. Please allow four to six weeks for processing the Special Circumstance Re-Evaluation request after all the required documentation is received.

If a re-evaluation results in increased eligibility for Financial Aid and if funds are available, a student may receive additional assistance.

*It is important to know that one type of documentation, alone, might not be a sufficient reason to determine if the appeal is approved or denied. A combination of supporting documentation may be requested in order to decide. **Just because a student submits a Special Circumstance Appeal, it does not mean that the appeal will be automatically approved.***

DEFINITIONS

Special Circumstances Re-Evaluation: Refers to Financial situations requiring the adjustment of data elements used for Financial Aid Eligibility.

Professional Judgement: The discretion granted to Financial Aid Administrators by law to override dependency status and/or adjustments to analysis.

FAFSA: Free Application for Federal Student Aid. This application is required by students that wish to receive Federal funding for college education.

Contributor: A parent, guardian, or parent's spouse. Each contributor will be required to have their own Federal Student Aid (FSA) ID and need to consent to their information being included on the student's FAFSA.

Approved:  _____

Karen Emmer, Financial Aid Director