LEE UNIVERSITY

Financial Aid Office
Special Circumstances Appeal due to COVID-19

Students and families who have experienced a significant decrease in household income (earned by you, your spouse, or your parents) from the reported income information provided on the FAFSA can submit an appeal for reconsideration of eligibility for aid. Please note: the appeal for reconsideration does not guarantee a change in eligibility will occur. An appeal (along with the required documentation) should be submitted AFTER your FAFSA has been completed.

Please indicate any additional expenses due to COVID-19:
Check ALL that apply

- ❑ Medical expenses
- ❑ Technology equipment (internet, laptop, printer, etc.)
- ❑ Increased household expenses
- ❑ Other _____
  Explain

Please indicate the applicable change in income:

- ❑ Unemployment
  - ❑ Permanent
  - ❑ Temporary _____
    Expected Time Frame
- ❑ Loss of supporting family member
- ❑ Unusual out-of-pocket medical payments

Required documentation:

- A written statement outlining the circumstances regarding your appeal.
- Copy of last pay stub (if appealing loss of income)
- Supporting documentation <u>if available</u> - examples are provided below
  - Documentation of unemployment benefits
  - Statement of termination (with dates) from prior employer
  - Paid out-of-pocket medical expenses
  - Copy of legal documentation proving change in marital status
  - Proof of loss of supporting family member (e.g. death certificate)

Personal Information:

Student Name: _____
First Middle Last

Student ID: _____ Phone Number: _____

Permanent Address: _____
Street City State Zip

E-mail Address: _____

Submission:

Please submit this form along with the supporting documentation.

Lee University Financial Aid Office
P.O. Box 3450
Cleveland, TN 37320
Phone: (423) 614-8300
Fax: (423) 614-8308
finaid@leeuniversity.edu