

2024-2025 DEPENDENT STUDENT AID INDEX APPEAL



AUBURN

INSTRUCTIONS

STEP 1

Students who wish to submit a Student Aid Index 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 through AU Access on your My Finances or Admitted Student tab) so that you can upload and submit required documentation there.

STEP 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 documentation.

Third Party Documentation: Documentation should include a signed copy of parents' 2023 Federal Tax Return, the Projected Income Form located on the second page of this document, and other documentation relevant to your circumstance (see table below). The tax return should be signed by the tax filer, not the tax preparer.

STEP 3

Appeal requests will be reviewed within a reasonable time frame after all requested documentation has been received, but no later than 60 days after the student's enrollment. 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.

Circumstance	Required Documentation
My parent who earned money in 2023 has lost his/her job for at least 10 weeks since submitting my FAFSA.	Submit a copy of his/her resignation letter or termination notice from employer reflecting the last date of employment.
My parent changed jobs and now has an income reduction.	Submit explanation.
Since completing the FAFSA my parents have separated, divorced, or one of my parents has died.	Submit a copy of the divorce decree, death certificate, or a letter from their attorney indicating their separation status. Parents living in the same household are not considered separated.
My parent received a one-time taxable income (IRA or pension distribution).	Submit documentation of the one-time distribution.
My parent who earned money in 2023 has 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 their physician indicating the nature of your parent's 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.
My parent received unemployment compensation or some untaxed income last year that will not be available this year.	Submit a copy of the termination notice from the Unemployment Agency or proof of untaxed income that will not recur.
My parent received Social Security Disability Benefits but will receive a reduction during the year.	Submit documentation of the benefit reduction.
The student received child support but benefits have been reduced and/or terminated.	Submit documentation of the reduced or terminated benefits.
My parent received alimony and will have a reduction in income this year.	Submit documentation of the reduction or termination of alimony.
My parent has unusually high medical/dental/optical expenses they paid out-of-pocket, not covered by insurance.	Submit copies of canceled checks and/or receipts for payments made to medical facilities.
My parent has 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.

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PROJECTED INCOME FORM

STUDENT NAME _____

STUDENT ID NUMBER _____

FATHER'S INFORMATION	
Father's Income from Work	Yearly amount: \$ _____
Name and Address of His Employer	_____ _____ _____
Father's Other Income Source: _____ <i>Include child support, unemployment compensation, interest/dividend income, rental income, alimony, pension/annuity, disability income, retirement pay, and any other forms of income.</i>	Yearly amount: \$ _____ Monthly amount: \$ _____
MOTHER'S INFORMATION	
Mother's Income from Work	Yearly amount: \$ _____
Name and Address of Her Employer	_____ _____ _____
Mother's Other Income Source: _____ <i>Include child support, unemployment compensation, interest/dividend income, rental income, alimony, pension/annuity, disability income, retirement pay, and any other forms of income.</i>	Yearly amount: \$ _____ Monthly amount: \$ _____

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 Financial Aid to prove the accuracy of this information.

STUDENT SIGNATURE _____

DATE _____

PARENT SIGNATURE _____

DATE _____

SCHOOL USE ONLY

Accept Request _____ Reject Request _____

Total 2023 Taxable Income \$ _____

Total 2023 Untaxable Income \$ _____

Federal Income Tax Owed 2023 \$ _____

Reason _____

Signature of Financial Aid Administrator _____ Date _____