

Request for Re-evaluation: Dependent Students

STUDENT NAME _____

ID# _____

If you believe you have a special circumstance, or there has been a significant change to your family income, please submit this form along with all supporting documentation to request a re-evaluation of your federal financial aid. If additional documentation is required, you will be contacted. You must have a valid 2024-25 Free Application for Federal Student Aid (FAFSA) on file. Submission of this form does not guarantee an adjustment to your financial aid offer.

Please submit the following items in addition to the documentation described below for your circumstance:

- Signed copy of the student and parent 2022 Federal Tax Return (if filed)
- Signed copy of the student and parent 2023 Federal Tax Return (if filed)
- Copies of the student and parent 2022 and 2023 W2 form(s) (if applicable)
- Personal statement describing the re-evaluation request in detail

Special Circumstance (Please check applicable boxes)	Additional Documentation Needed
<input type="checkbox"/> Loss of Wages, Income or Employment <ul style="list-style-type: none"> <input type="checkbox"/> Termination, Layoff, or Company closing <input type="checkbox"/> Retirement <input type="checkbox"/> Disability <input type="checkbox"/> Job change or permanent reduction in hours <input type="checkbox"/> Loss of benefits (i.e. taxable Social Security, Child Support) 	Name of Affected Person: _____ Effective Date: _____ <input type="checkbox"/> Letter from employer stating effective date of separation, termination or job change <input type="checkbox"/> Last pay stub showing year to date earnings <input type="checkbox"/> Most recent pay stub for all income earners in household <input type="checkbox"/> Unemployment documentation <input type="checkbox"/> Severance documentation <input type="checkbox"/> Statement from company/agency re: loss of benefits
<input type="checkbox"/> Divorce/Separation	Name of Parent you reside with: _____ Effective Date: _____ <input type="checkbox"/> Copy of divorce agreement, separation agreement, letter from attorney or mediator, or proof of separate residences (i.e. pay stubs, utility bills, lease agreement etc.)
<input type="checkbox"/> Death of a Parent	<input type="checkbox"/> Copy of death certificate

<input type="checkbox"/> Out of Pocket Medical Expenses (not covered or reimbursed by insurance)	<input type="checkbox"/> Copy of Federal 1040 Schedule A for the applicable tax year <input type="checkbox"/> Copies of insurance statements, bills or receipts of out of pocket costs
<input type="checkbox"/> Child Care or Dependent Care Costs <input type="checkbox"/> Elementary or Secondary School Costs	<input type="checkbox"/> Copy of recent bills and/or payment receipts
<input type="checkbox"/> Catastrophic Occurrence	One-time event (i.e. natural disaster) resulting in losses <input type="checkbox"/> Copy of Federal 1040 Schedule A for applicable tax year <input type="checkbox"/> Copies of insurance statements, bills, receipts, or estimates (not covered by insurance)

Household Information

List all members residing in your parent(s)' household, including:

- Yourself
- Your parent(s)
 - Include your step-parent if your custodial parent is legally remarried
 - Do not include a parent that does not live in the household if your biological/adoptive parents are divorced or separated
- Other children, even if they do not live with your parent(s), who will receive more than half of their support from your parent(s) from July 1, 2024 through June 30, 2025, or if these children would be required to provide parental information when applying for Federal Student Aid
- Other people, who are not your parent(s)' children, but who live with your parent(s) and will receive more than half of their support from your parent(s) between July 1, 2024 through June 30, 2025

Full Name	Age	Relationship	College Enrollment (July 1, 2024-June 30, 2025)

I (we) request consideration of special circumstances in determining my (our) family contribution as calculated by the Federal financial aid methodology. I (we) certify that the information provided is true and complete to the best of my (our) knowledge.

Parent 1 (Stepparent)

Parent 2 (Stepparent)

Student

Please submit this form and all supporting documentation to the Office of Financial Aid at the campus you attend.

**St. Joseph's University Attn: Office of Financial Aid
Long Island and Online Campuses
155 West Roe Boulevard
Patchogue, NY 11772
FAX: 631-650-2525
PHONE: 631-687-2600**

**Brooklyn Campus
245 Clinton Avenue
Brooklyn, NY 11205
FAX: 718-940-5312
PHONE: 718-940-5700**