



REQUEST FOR RECONSIDERATION 2023-2024

The purpose of the reconsideration is to evaluate the student’s current financial situation and determine whether these recalculated figures can be put on the FAFSA. For instance, a student entering in the Fall 2023, Spring 2024 or Summer 2024 and has completed the 2023-2024 FAFSA using the 2021 Federal Income Tax information but, in 2022 or 2023 there will be less income in the household or a change in household circumstances (divorce, separation, loss of job, reduction of hours or exorbitant medical bills). In order to complete the reconsideration process, we will need the following:

*A signed **Request for Reconsideration Form** for 2023-2024 (do not have to complete other info)

***Independent or Dependent Verification Form** (make sure a valid phone number on here) – both forms are available on our website at www.np.edu >admissions >financial aid>forms

*If you were unable to use the IRS retrieval tool when completing your FAFSA we will need a copy of the **2021 Signed Federal Tax Return or IRS Tax Transcript** (for Parents and dependent students or for student and spouse for independent students) You can request a copy by calling 1-800-908-9946 or go online at www.irs.gov and set up an account (match your address exactly to your tax return).

Use the chart below to determine documents needed for the year that your income/circumstance changed
Proof of 2022 or 2023 income listed below:

2022	2023
<p>*2022 Signed Federal Tax Return or IRS Tax Transcript (for student and spouse if married and for student and parent if dependent) *2022 Federal Tax attachments, Schedule 1, 2 & 3 *Child support received or paid out in 2022 *If the reconsideration is due to divorce, please submit the Separation or Divorce Decree or valid proof of separate residences (DHS Document, written statement from landlord, or separate utility bills as well as the 2021 and 2022 W-2’s for the student).</p>	<p>*Last check stub or gross earnings stated on letterhead from any former employers in 2023 (write on the document “last check from former employer”. For student/spouse or parents (if applicable) *Latest check stub from students, spouse and parent(s) if applicable current employer showing YTD Gross earnings. Write on the check stub “current employer” and is the amount the typical pay, List when paid, how much per hour and how many hours per week. *Proof of Non-Education VA Benefits (VA Disability) *Proof of unemployment benefits for 2023 *Social security disability Income for 2023 *Child support received or paid out in 2023 *If due to divorce, proof of div. (prior column)</p>

Required Documentation for Extenuating Circumstances

Loss of employment or change in employment status

- 2022 Tax Return Transcript for student & spouse or student & parents(for dependent students)
- OR
- Letters from prior employers, stating termination dates and 2023 earnings to date-on letterhead, signed, and dated.*
 - Letters from any current employers, stating expected earnings for 2023 on letterhead, signed, and dated.*
 - Unemployment recap showing amount of benefits received and the expected unemployment to receive in 2023 OR statement indicating no benefits received or expected to be received in 2023.*

**Information required for student and parent(s) if dependent.*

**Information required for student and spouse if independent.*

Divorce or separation of student or parent 2022 or 2023

- Divorce-Copy of Divorce decree
- Separation-copy of the legal separation document or a signed statement from your attorney, showing the date of separation (*If no legal separation has been filed, you must provide the following: a tax return showing separate filing status, or documents to prove you have a separate residence such as a statement from landlord, utility bills in your name, etc..*)

Death of a spouse or parent

- A death certificate, an obituary notice, or a notarized statement from an unrelated third party.

Loss of untaxed income

- A copy of a letter from the agency that provided benefits, detailing termination of benefits, and copies of summaries of benefits

Disability of student or spouse or parent

- Medical documentation of disability and of any benefits received as a result of the disability.*
- Income from all sources for 2022 or 2023*

**Information required for student and parent(s) if dependent.*

**Information required for student and spouse if independent.*

Unusual medical or dental bills or handicapped-related expenses

- A copy of Schedule A of the Federal 1040 form or canceled checks or receipts showing amount paid with statement from insurance company showing expenses were not reimbursed.
- Copies of 2022 or 2023 Medical Bills & Amounts Paid

Other unusual circumstances not covered above

- Explanation and documentation

Attach required documentation to completed form, and return to the Financial Aid Office at National Park College.

For questions regarding the Reconsideration, please contact Gayla Mattoon at (501)760-4235.