

2025-2026 Change in Circumstances Appeal

Section I: Student Information

Student Name: _____ Student ID or SSN: _____
Phone Number: _____ Email: _____

Your 2025-2026 financial aid is based on 2023 income reported on the FAFSA. If your circumstances have changed since the filing of your 2025-2026 FAFSA, you may request a reevaluation. The University expects students to utilize all financial assistance offered, including federal direct loans, before evaluating eligibility for additional aid. To update our information and determine whether we can further assist you, please provide this completed Change in Circumstance Form and all documentation listed under Section III. Please follow all instructions completely as missing information will delay the review of your appeal. You will be notified by email of the decision. If additional information is needed, you will be contacted by email. Appeals can take up to 60 working days to complete.

Additional financial assistance is determined on a case-by-case basis and may be in the form of gift aid or self-help aid (loan). Submission of this form does not guarantee an adjustment or increase in financial aid.

Section II: Certification

I understand that if I knowingly make a false statement or misrepresentation, further financial assistance may be denied, and the removal of current financial assistance may be required. I certify that all information submitted with this request is true and complete to the best of my knowledge. If asked, I agree to provide any documentation requested by Student Financial Services to prove the accuracy of this information.

Student signature: _____ Date: _____

Parent 1 signature: _____ Date: _____

Parent 2 signature: _____ Date: _____

Spouse signature: _____ Date: _____
(Independent students)

If you are uncertain as to whether your situation can be considered for review or have questions about the review process, please contact Student Financial Services at 260-982-5066 or SFS@manchester.edu.

Student Financial Services
604 East College Avenue
North Manchester, IN 46962
Phone: 260-982-5066
Fax: 260-982-5121
Email: sfs@manchester.edu

Section III: Your Special Circumstance

Check the circumstance(s) A-F, for your appeal and submit the following to Student Financial Services:

1. completed Special Circumstance Appeal form,
2. a descriptive, detailed letter of the circumstance(s),
3. the documentation for each circumstance checked, and
4. acknowledge with a check mark that each document required is being sent

____ **A. Involuntary Loss of Employment**-You, your parent(s), or spouse who earned money in 2023 has lost employment for at least 10 weeks in 2025 because of termination, layoff, disability, retirement, company closing or plant shutdown.

- ____ Copy of termination or a statement from employer indicating last date of employment and the reason for the loss of employment
- ____ Copy of most recent pay stub from previous job
- ____ Severance statement (if applicable)
- ____ Copy of Unemployment Benefits statement (if applicable)
- ____ Complete Section IV: 2025 Projected Income

____ **B. Involuntary Reduction of Income**-You, your parent(s), or your spouse were employed in 2023 but have experienced a substantial reduction of earnings for at least 10 weeks in 2025.

- ____ Copy of verification letter from employer detailing a reduction in earnings due to change in employment or a natural disaster and date reduction in earnings began
- ____ Copy of most recent pay stub from current job
- ____ Complete Section IV: 2025 Projected Income

____ **C. Loss of unemployment benefits or untaxed income**-You, your parent(s), or spouse have experienced loss of benefits or loss of untaxed income for at least 10 weeks in 2025.

- ____ Copy of a letter or document from the agency or person that verifies the date the benefits or income was discontinued, and the total amount of benefits or income received.

____ **D. One-time, non-recurring income**-You, your parent(s), or your spouse received a one-time income in 2023 but did not receive in 2024 and will not receive in 2025 from an inheritance, IRA or pension distribution, back-year Social Security payment, or gambling winnings.

- ____ Copy of 2023 tax return and/or applicable forms/schedules, i.e., Form 1099
- ____ Explanation of how income was used.

____ **E. Death of a Parent or Spouse**-A parent(s) or spouse has passed away after you filed your Free Application for Federal Student Aid (FAFSA).

- ____ Copy of death certificate
- ____ Copy of 2024 1040 U.S. Individual Income Tax Return(s) and all applicable W-2s

____ **F. Other unusual circumstances**-Due to other unusual circumstances, my family's income will be significantly less in 2025 than it was in 2023.

- ____ Copy of documentation supporting your unusual circumstance
- ____ Complete Section IV: 2025 Projected Income

Section IV: 2025 Projected Income

Student: estimated income for the period January 1 to December 31, 2025 \$ _____

Parent 1: estimated income for the period January 1 to December 31, 2025 \$ _____

Parent 2: estimated income for the period January 1 to December 31, 2025 \$ _____

Other estimated taxable and non-taxable income January 1 to December 31, 2025 \$ _____

Source(s) _____