

2025-2026 Income Change Appeal Form for 2024 Income

Student Name _____ Student Email _____ Student ID _____
Parent(s) Name _____ Parent Email _____ Parent Phone _____

Hood College recognizes that unusual circumstances exist and that standard financial aid forms do not always capture the current financial situations of our students and their families. Through the use of Professional Judgment, the Office of Financial Aid may be able to make adjustments to your FAFSA to account for financial changes and/or unusual expenses. All Professional Judgment requests are determined on a case-by-case basis and are not guaranteed to result in any additional financial aid.

To begin an appeal:

- Return this completed form with a personal statement (via letter or email) explaining the situation along with any supporting documentation.
- Please check all circumstances that apply.

After reviewing your request our office may ask for additional information. If you have questions please contact the Office of Financial Aid at finaid@hood.edu or (301)696-3411.

☐ **Decrease in Family Income after January 1, 2023, as a result of job loss, retirement, death/disability, or other wage reduction.**

- PLEASE COMPLETE CHART BELOW:

2023 INCOME TO DATE	PARENT 1	PARENT 2	STUDENT
Expected Income From Work	\$	\$	\$
Other Income (Unemployment, Workman's Comp, etc.)	\$	\$	\$
Total Expected 2023 Income	\$	\$	\$

- **REQUIRED DOCUMENTS:**

- Signed and dated letter on company letterhead from employer listing last date of employment.
- Copy of most recent pay stub.
- Documentation of severance/benefits/unemployment compensation.

☐ **Major medical expenses that were not covered by insurance and were paid for out of pocket**

- DO NOT include payments for health insurance premiums.

- **REQUIRED DOCUMENTS:**

- Signed copy of your and/or your parent's 2023 IRS Federal Tax Return (Form 1040) or Tax Return Transcript and Schedule A; **OR**
- Itemized list of medical expenses not covered by insurance and proof of payment.

☐ **Death of parent after the FAFSA was filed**

- **REQUIRED DOCUMENTS:**

- Copy of death certificate.
- Signed copy of your and/or your parent's 2023 IRS Federal Tax Return or Tax Return Transcript and W-2(s), if applicable.

☐ **Divorce or Separation**

- **REQUIRED DOCUMENTS:**

- Copy of separation, divorce decree or copy of mortgage/lease proving separate residences.
- Signed copy of your and/or your parent's 2023 IRS Federal Tax Return (Form 1040) or Tax Return Transcript and W-2(s), if applicable.

☐ **Child Support received has ended**

• **REQUIRED DOCUMENTS:**

- Letter or other notification stating the date the child support ended.

☐ **Parent in college at least half time in a degree-seeking program**

• **REQUIRED DOCUMENTS:**

- Proof of enrollment.

☐ **Tuition payments made for elementary/secondary costs for dependent children attending private school**

• **REQUIRED DOCUMENTS:**

- Please provide proof of payment.
- Age(s) of dependent children: _____.
- Name(s) of dependent children: _____.

☐ **Lump sum distribution or non-recurring income in 2023 has inflated your Adjusted Gross Income**

- Please note that in some cases, not all distributions or non-recurring income can be removed under Professional Judgment.
- **REQUIRED DOCUMENTS:**
 - Please indicate amount here \$_____.
 - Signed copies of your and/or your parent's 2022 IRS Federal Tax Return or Tax Return Transcript, an itemized statement detailing how this additional income was spent and a 1099-R if applicable.

☐ **Other extraordinary expenses resulting from accident, theft, natural disaster or death not covered by insurance**

• **REQUIRED DOCUMENTS:**

- Receipts for expenses.
- OR
- Other documentation that demonstrates proof of payment.

☐ **Other special or unusual circumstance(s)**

- If your concern is not covered in any of the above options, please submit a signed statement explaining the special or unusual circumstances to the Office of Financial Aid. You may submit the statement by mail, fax or email.

Certification Statement: We certify that the information provided on this form is complete and accurate to the best of our knowledge. If requested, we agree to submit additional supporting documentation. We understand we must provide all requested documentation for consideration of our family's special circumstances.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Please return this signed form, along with all requested documentation to the Hood College Office Financial Aid. You may return it via U.S. mail, fax, or in person.

Note: Be sure to submit the required personal statement regarding your situation.

- Documents may be hand-delivered to the Office of Financial Aid
- Submitted by U.S. mail to the address below:
(Hood College, Office of Financial Aid, 401 Rosemont Avenue, Frederick MD 21701)
- Faxed, with a cover sheet to (301-696-3812)
- Encrypted in an email and sent to our office at (finaid@hood.edu) with a password sent in a separate email