

## **SPECIAL CIRCUMSTANCE APPEAL**

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A Special Circumstance appeal will be denied if required documents are not attached or there is insufficient documentation to support your appeal.

Please check the reason (s) for your appeal and provide the required documentation.

In addition to the required documents listed below, **all applicants must submit:**

- A signed copy of the most recent tax return and all copies of W-2 forms for student, parent(s)—if applicable, spouse (if married) for each reason.
- A signed cover letter explaining your special circumstance

### Reason for Appeal

- Death of Parent/ Spouse ( Must provide a copy of one of the following: death notice, death certificate, or obituary)
- Marital Status: Separation/Divorce of Parent/Spouse- Effective date of change in status \_\_\_\_\_ ( Must provide court documents if there is a legal separation and for divorce)
- Medical or Disability –Effective date of change in status \_\_\_\_\_ (Must provide copies of medical bills not covered by insurance for parent/spouse/student. For disability: medical diagnosis or appropriate document from agency approving disability, etc.)
- Unemployment or Change in income for parent/spouse/student-Effective date of change in status \_\_\_\_\_ (Must be 10 or more weeks since change in income status); must provide proof of current employment: letter from employer and income, previous employment letter from employer, if job loss was due to downsizing, company closing, etc., and verification of unemployment benefits received.

Student Signature: \_\_\_\_\_ SSN \_\_\_\_\_

Date of Request: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this completed form and all required documentation to the Financial Aid Office at the address listed below and allow at least 14 business days for review of this appeal before a decision can be rendered. **Note: Insufficient documentation, incomplete items, or failure to provide requested items will cause this appeal to be automatically denied.**

**Watkins College of Art, Design & Film**  
**Attn: Regina Gilbert**  
**Office of Financial Aid**  
**2298 Rosa Parks Blvd.**  
**Nashville, TN 37228**  
**(615) 383-4848**