

Common special circumstances and the required documentation are outlined below.

If you have not done so already, you will also need to submit a need-based financial aid application. Instructions can be found on our website at <http://www.wlu.edu/financial-aid/apply-for-aid/how-to-apply>

REASON FOR APPEAL:	DOCUMENTATION REQUIRED:
Loss of Job/Reduction in Wages – Loss of overtime hours or bonuses will not be considered.	<ul style="list-style-type: none"> • Parent Expense Declaration • Copy of termination letter/reduction in wages or hours documentation • Last paystub for both parents showing year-to-date earnings • Documentation of severance package or any paid-out vacation and sick days • Copy of unemployment benefits
One-time Gain – occurred only in 2014	<ul style="list-style-type: none"> • Documentation of one-time gain • Letter of explanation including declaration gain is not expected in 2015 • 2014 federal tax return
Out-of-Pocket Medical Expenses - For expenses (1) not reflected on your 2014 tax return or (2) you have incurred in 2015	<ul style="list-style-type: none"> • Copies of bills designating the amount not covered by your medical insurance
Support for Family Members Not Living with You or Claimed on Your Tax Return	<ul style="list-style-type: none"> • Documentation of support provided. • Letter of explanation
Other Circumstances	<ul style="list-style-type: none"> • Documentation verifying circumstance and the impact it has on your family financially