



2024-2025

BUDGET ADJUSTMENT REQUEST FORM

SAI REDUCTION FOR FEDERAL WORK STUDY (FWS) ELIGIBILITY

Name _____ ID# _____

This appeal form is to be used solely to appeal for an SAI (Student Aid Index – formerly, EFC) reduction to be considered for Federal Work Study. **A student cannot increase their Cost of Attendance by submitting an appeal. Only Federal Work Study can be taken into consideration with this appeal option.**

A student may qualify for an SAI adjustment if the data initially supplied on the FAFSA is not representative of the student’s current financial situation. If you feel that there have been *significant* changes to your income you reported on your recent FAFSA form, you may complete this appeal form. **The 2024-2025 FAFSA uses 2022 income tax data.** After the student has submitted the appeal application and supporting documentation, the student may qualify for an SAI adjustment. Please note that we cannot predetermine the outcome of your appeal or that it will or will not be approved and granted.

APPEAL DECISION: You should receive a decision **within 3 weeks** after the appeal is submitted, in most cases. **Delays may occur if you submit a copy of your federal tax return and it is not signed.** Please contact the Office of Financial Aid for information regarding deadline details for your appeal. *Appeals submitted at the beginning of the semester may not be reviewed. An appeal decision will be lengthy and delayed if your appeal is submitted at the beginning of a semester.

If the student is already receiving the maximum of need-based aid, an SAI adjustment will not make the student eligible for additional need-based aid.

STUDENT AID INDEX (SAI) ADJUSTMENT - (Federal Work Study Eligibility Only):

- My earned income is expected to be significantly less in 2023 than it was in 2022 due to termination of employment or a reduction in working hours to accommodate attendance as a full-time student.

Suggested Supporting Documentation:

- 1) For termination of employment, signed letter of termination or other documentation from employer verifying last date of employment, **OR...**
- 2) For reduction in hours or work status signed letter from employer verifying reduction in hours or work status. Letter must include the date when the change occurred.
- 3) Copy of last pay stub.
- 4) Copy of **2023** federal tax return.
- 5) A letter specifically detailing the nature and reason for your appeal.
- 6) Copies of additional supporting documentation that you feel will help plead your case.

- Other (I.E. - My reported 2022 Adjusted Gross Income on my FAFSA is not representative of my typical income due to an unusual windfall (i.e. capital gains, lottery winnings).

Suggested Supporting Documentation:

- 1) Copy of **2023** federal tax return.
- 2) A recent **2023** pay stub showing earned income and deductions to date.
- 3) A letter specifically detailing the nature and reason for your appeal.
- 4) Copies of additional supporting documentation that you feel will help plead your case.

SIGNATURE: _____ **DATE:** _____

- I have read all of the terms and conditions on this form (Required)**