



## Guide to 2023-2024 PJ/EFC Change of Income Appeal Process

If your FAFSA or Dream Act application does not capture a financial difficulty that you are currently facing, you may request a **2023-2024 PJ/EFC Change of Income Appeal** provided there has been a significant change in your financial situation, which began on, or after January 1, 2022.

### **SCREENING REQUIREMENTS TO REQUEST A PJ/EFC CHANGE OF INCOME APPEAL**

1. You must have an Expected Family Contribution (EFC) greater than \$300.
2. You must already have a 2023/2024 Financial Aid Offer available in your R'Web student portal.
3. You must have documentation to support your request.

### **SOME COMMON REASONS FOR SUBMITTING A PJ/EFC CHANGE OF INCOME APPEAL**

- Recent unemployment of self-and/or household family member(s),
- Incarceration of a family member,
- Medical or dental or nursing home expenses not covered by insurance,
- Disability,
- Medical crisis,
- Domestic violence,
- Divorce or legal separation,
- Death of an immediate family member,
- A natural disaster which led to loss of uninsured personal property,
- Or other significant changes in the family's reported income or assets.

Your Financial Aid Advisor will determine what documents are required. The goal of these documents is to confirm the change in your financial situation. Follow up questions and documentation may be required, so please be prepared as this is part of the review process. Please do not submit original documents to our Financial Aid Office. *You should submit online copies of your documents only through your student portal.* Include in your appeal all documents that show costs associated with the change in your financial situation.

Supporting documents will be collected to recalculate your total family income. These documents may vary since each appeal situation is unique. Typically, our office will always request IRS Federal Tax Transcripts and/or W2's for student (spouse or parent(s) if applicable). For either option, you may be asked to submit social security income, severance packages, retirement income, liquidation letter, bills from medical or service providers; court documents; birth, marriage or death certificates, bills for out-of-pocket repair costs or funeral expenses, or insurance claim information outlining your co-payment or expenses after a natural disaster.

Below are the types of documents that will be requested for either appeal consideration.

<b>1. Use 2022 Total Family Income</b>	<b>2. Use Projected 2023 Total Income*</b>
2022 Federal Tax Transcripts with All Schedules	Termination Letter
2022 W-2 Forms	Final Pay Stubs
Current Value of Investments	Severance Package, if Any
Value of Cash, Checking, And Saving Accounts	Unemployment Benefit Letters

### **HOW TO REQUEST A 2023-2024 PJ/EFC CHANGE OF INCOME APPEAL**

If you meet the screening requirements to submit an appeal, you may request one using the steps below:

1. Log into [R'Web](#).
2. Click on the Financial Aid icon.
3. Select "Award".
4. Select the 2023-24 "Award for Aid Year" in the drop-down menu.
5. View and accept your Terms and Conditions.
6. Click on the Resources/Additional Information tab to request a **PJ/EFC CHANGE OF INCOME APPEAL**
7. Choose from two options:
  1. 2022 Federal Tax Transcript
  2. Projected 2023 Total Income\*
8. Check your official school email address so that you don't miss a response from the financial aid office. Expect to receive an email with appeal instructions within 5 - 7 days. Reach out to the financial aid office to check on the status of your request if a week has passed and you have not heard from our team.

### **WHAT TO EXPECT AFTER YOU REQUEST A 2023-2024 PJ/EFC CHANGE OF INCOME APPEAL**

Within five days, your counselor will open an appeal through our StudentForms portal to collect your PJ/EFC Appeal Form and to determine any additional information or documents required to process the appeal. This process typically takes between 3-6 weeks, depending on the complexity of your situation and the quality of the documentation you can provide.

If your request is approved, the financial aid office will share how much more aid you can expect to receive, if any. If you are offered a loan, it's important to consider the type of loan and how the amount will help you reach educational goals.

If your request is denied, you will receive an email with the reason why your appeal was not successful.

**\*If you request a Projected 2023 Total Family Income, you will be asked to submit follow up documents beginning in February of 2024 to verify the accuracy of the projected information provided to our office. If the projections provided in your appeal aren't accurate, your financial aid awards will be recalculated and you will have to repay any unearned grant funds.**