2015-2016 REQUEST FOR RECALCULATION INSTRUCTIONS

You may request that your eligibility for financial aid be recalculated if information you provided on your FAFSA has significantly changed as a result of a special circumstance that impacted your ability to contribute to the cost of your education. Examples may include significant loss of income, separation or divorce, death of a parent or spouse, or extraordinary medical expenses.

STEPS FOR COMPLETING A REQUEST FOR RECALCULATION:

1. Complete the Verification Process if your FAFSA application was selected. Requirements will be posted on your StarNET account. Submit all documents in a timely manner including tax transcripts, verification worksheets or other important information to determine your initial eligibility. A recalculation is not required if your EFC is zero. Recalculations will not be reviewed until Verification is complete.

2. Complete and submit the Request for Recalculation form to the Financial Aid Office. Be sure to attach all of the required supporting documentation. If you have not already submitted copies of your tax information (tax return transcript, W2, 1099 form) to our office please include with the request (see information below regarding required tax year). Failure to submit all of the required documents or submitting incomplete information will result in delays in processing your request.

A request for recalculation will not be considered for any of the following reasons:

• Reduction in overtime pay
• Reduction in income for less than 15%
• Bankruptcy
• Business losses or shifts in commission sales
• Bonuses
• Lottery or gambling winnings/losses
• Legal settlements
• Inheritance
• Stock market loss
• Tuition or fees paid for elementary/secondary private schooling
• Unusual expenses related to personal living (e.g. wedding expenses, Visa/Mastercard bills, home mortgage, school loan payments, car payments, and other miscellaneous consumer debt)

Important Dates:

Recalculations will be accepted June 1, 2015 until May 31, 2016. Recalculations submitted after September 30, 2015 must be submitted with copies of 2015 income information including a 2015 tax return transcript and W2/1099 forms.

Deadline Fall 2015 - September 30, 2015
Deadline Spring 2016 – April 30, 2016
Deadline Summer 2016 – May 31, 2016

If there is a change in your EFC (Expected Family Contribution) as a result of the reported changes, you will receive a revised Student Aid Report (SAR) from the Department of Education and you will be notified via your StarNET account.