



Student Full Name: _____

JCSU Student ID#: _____ Phone#: _____

JCSU Email: _____

Johnson C. Smith University (JCSU) recognizes that standard financial aid forms do not always capture the full financial profile of our students and their families due to Special Circumstances. Through an Appeal process, the Financial Aid Office may be able to make adjustments to your 2026-2027 FAFSA which could result in a recalculation of aid eligibility at JCSU. All appeal cases are subject to a review process and are not guaranteed to result in any additional financial aid. Aid Adjustments are subject to program and funding restrictions.

All decisions are final.

All documentation required must be attached. Incomplete information and telephone requests will not be accepted. Please NOTE the student/and or parent(s) have the primary responsibility for any financial obligation that may exist prior to the completion of the review process. Also, the Financial Aid Counselor, Assistant Director, or Director may ask for additional documentation, at any time during the review process.

Examples of situations that cannot be considered Special Circumstances include:

• Voluntary job loss
• Loss of other income that can't be documented or was not court ordered
• Consumer Debt
• Bankruptcy
• Standard living expenses

Examples of situations that may be considered as Special Circumstances:

• Loss of student/spouse/parent job due to dislocated worker, retirement, lay-off, or termination.
• Loss of financial benefits.
• Income loss due to natural disaster, death, injury, or illness.
• Financial impact due to separation, divorce, or call to military service.
• Reduction in work hours resulting from reduction in workforce.

Response and Turnaround Time:

An appeal for Special Circumstances is often sent to either the Director or Assistant Director of Financial Aid to process. Please allow at least 3 weeks for a response. During peak processing times (January through August), it may take 4-6 weeks for an appeal to be reviewed. ***The student and parent will be informed of the decision by e-mail; we will use the student's JCSU e-mail address to communicate requests for additional information and final decisions.***



Please check the case that applies to your situation and include a detailed letter with your request.

Loss/Reduction in Employment (Unemployment must be for at least eight weeks before an Appeal will be considered.)

- A letter from the former employer on company letter head detailing the employee’s termination/separation
- Notice of severance/pay-out
- Notice of unemployment benefits
- A copy of the employee’s year-to-date pay stub
- A copy of the current year tax forms and W-2’s

Loss/Reduction of Income or Benefits

- A copy of a letter from the appropriate state or federal agency that specifies the termination
- A benefits schedule/documentation

Death of Parent or Spouse

- A copy of the death certificate or obituary
- A copy of the current tax forms and W-2 Forms
- Letter from Student or Surviving Spouse

Divorce or Separation

- A copy of the divorce decree or separation agreement (preferably from lawyer).
- Documentation indicating that the divorce or separated parties have been living separately and have incurred their own living expenses (i.e., utility bills, lease, etc.). Please refer to our Separation Form for Parents.
- A copy of the current tax forms and W-2 Forms

Statement of Understanding:

I/We certify that all of the information provided, and the supporting documentation submitted is true and accurate.

I/We understand that the request will not be considered until all adequate and complete documentation is submitted. In addition, the Financial Aid Office may require additional documentation in order to verify and substantiate the situation.

I/We understand that the Financial Aid Office will review the request and let me/us know of the outcome in approximately three (3) weeks.

I/We understand that completion of this form does not guarantee additional aid, and the/Student Accounts payment deadlines and procedures need to be adhered to during the review process in order to avoid potential late fees and/or dropped courses.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____



For Office use only:

Approved **Denied** **Reason:** _____

Student: 2024 AGI _____ 2024 Taxes Paid _____ 2024 Untaxed Income _____

Parent: 2024 AGI _____ 2024 Taxes Paid _____ 2024 Untaxed Income _____

ISIR Trans# _____ Old SAI _____ New SAI _____

FAA Signature/Date: _____

How to Submit:

Mail: Attn: Financial Aid
JOHNSON C SMITH UNIVERSITY
100 BEATTIES FORD RD
CHARLOTTE NC 28216-5398

Fax: (704) 378-1292

Email: FinancialAid@jcsu.edu

In-Person: Campus Address:
Historic Biddle Hall Building (clock tower)
2nd floor – Room 215