

Required Supporting Documents for Appeals and Judgments

Warning: According to the U.S. Department of Education, if you purposely give false or misleading information, you may be subject to a fine of up to \$20,000, imprisonment for up to five years, or both.

General Guideline for Supporting Documentation

This document is meant for informational purposes only. If you are submitting an appeal for Satisfactory Academic Progress, Maximum Time Frame, Selective Service, Unusual Enrollment History, Dependency Override, or Professional Judgment and any of the following situations apply, include the required documentation.

Reason for Appeal	Required Supporting Documentation
Change of school	• Proof of address change (if due to a move or relocation) • Proof of loss of internet • List of program offerings (if intended program was not available)
Change of residence	• Signed copy of rental agreement or housing contract
Change of program	• Program evaluation for all former programs • Program evaluation for current program • Statement describing reason for program change(s)
Change in family size	• Copy of birth certificate, marriage certificate, death certificate or court documents of adoption for added or subtracted family member(s)
Death of a family member	• Copy of death certificate • Copy of student's birth certificate (if deceased is a parent) or marriage certificate (if deceased is the spouse) • Statement regarding any anticipated insurance proceeds for the current year
Change in employment status: • Termination • Unemployment • Change of Employment • Full-Time to Part Time • Position Change • Decrease in Wages • Retirement	• Most recent federal tax return and W-2 forms • Most recent pay stub • Termination letter • Unemployment insurance benefits • Letter from employer evidencing employment status change • Projected income earned for current year • Statement regarding any anticipated retirement benefits (including social security) for the current year

Reason for Appeal	Required Supporting Documentation
Change in marital status	• Copy of marriage certificates, separation agreement or divorce decree • If no separation agreement or divorce decree, provide a statement indicating date of anticipated divorce or actual separation • If there is an agreement of financial support payments, please list amount of child support payment and provide proof of payment • Number of people now in household
Loss of assets	• Copy of documentation evidencing loss of assets (e.g. letter from the lender or financial institution)
Loss of one-time income: • Capital gains • IRA withdrawals • Gambling earnings • Miscellaneous income	• Amount and source of income • Signed copy or prior year Federal Tax Return • Documentation of IRA rollover, if applicable • Explanation and itemized list of how the money was used
Excessive medical/dental (non-cosmetic only) expenses	• Total expenses incurred • Total amount paid • Total paid by insurance • Total amount still due/outstanding • Copy of the most current medical/dental bill statement showing amounts paid and outstanding
Illness	• Letter from doctor indicating date of illness • Copy of Medical bills
Loss of Social Security, or Disability Benefits, or Child Support	• Date benefits stopped • Documentation from an agency providing benefits that states when benefits stopped and the amount received (if any) in the current year
Disability	• Date disability occurred • Proof of disability (medical documentation, letter from vocational rehabilitation, etc.) • Copy of current year-to-date pay stubs from all jobs held • Proof of disability income
Date of first entry into the U.S.	• Foreign passport with U.S. Visa • I-94 • Refugee status court documents

Reason for Appeal	Required Supporting Documentation
Abandonment by parent	• Student's birth certificate • Police Report • School Records • Department of Social Services Evaluation or Report
Homeless & Unaccompanied	• Eviction Notice • Letter or evaluation from a shelter • Police Report