

2023-2024
Institutional Aid Reconsideration Request Form

Student's Name _____	NPRC ID # _____
Phone Number _____	Email Address _____

Special or unusual circumstances may exist that impact the financial aid resources a student and their family have set aside to pay the costs associated with attending an institution of higher education.

All applicants **MUST** include the following for consideration of an institutional aid adjustment. A professional judgement will not be considered until all required documents are provided.

1. A completed and signed Professional Judgement Appeal Request.
2. A signed letter explaining your circumstances and the reason for the appeal. Be specific and include dates and current jobs.
3. 2021 signed tax return (including page 1).
4. All copies of W-2's for 2021 and 2022 for all persons included in your household.
5. Additional documentation required on your reason for appeal. Please refer to the chart below for specific documents required, along with documentation required on the second page.

Check the box below that best describes your circumstance and submit the required forms and documentation relevant for your reason.

Select a Box	Reason for Appeal	Additional Required Documents
	A significant reduction in student/spouse or parent income in 2021 compared to 2022.	2022 Signed Tax Return 2022 W2's (all persons in household) 2021 W2's (all persons in household) Most recent 2023 paystubs for all jobs (if applicable)
	Separation/Divorce after 2023-2024 Institutional Aid form was submitted	Proof of Legal Separation/Divorce 2021 W2's 2022 Signed Tax Return 2022 W2's
	Death of Parent/Spouse after the 2023/2024 Institutional Aid form was submitted	Copy of Death Certificate/Obituary 2021 W2's (all persons in household) 2022 Signed Tax Return 2022 W2's (all persons in household)
	High Medical expenses paid during 2022	2022 Signed Tax Return 2022 W2's (all persons in household) 2021 W2's (all persons in household) Copies of medical bills/receipts with dates of service
	Other Extenuating Circumstances	Any relevant and supporting documentation. 2022 Signed Tax Return 2022 W2's (all persons in household) 2021 W2's (all persons in household)

Reconsideration Request Checklist

Name _____ Student ID # _____

Please check that the following items are included:

- ☐ A fully Completed Professional Judgement Appeal Request Form
- ☐ Signed letter describing the circumstances and reason for appeal. This should include specific dates, as well as detailing who is currently working in the current year.
- ☐ 2021 W2's for all persons in household.
- ☐ 2022 Tax Return for all persons involved.
- ☐ 2022 W2's for all persons in household.
- ☐ All paystubs for 2023 including current jobs.
- ☐ Letter from employer documenting last day of employment (if applicable)
- ☐ Statement of Severance Benefits (if applicable)
- ☐ Statement of Unemployment Benefits (if applicable)

The decision made by the Office of Financial Aid is **final**. This form will be reviewed once all documents are received. Do not depend on a reconsideration for financial arrangements for the current academic term. Please contact the Business Office for payment arrangements for the current academic term.

I/we certify that the information provided on this document is true and accurate to the best of my/our knowledge. I/we promise to notify the Office of Financial Aid if any of the above information changes following submission of this form. I/we understand that any recalculation adjustments made by the Office of Financial Aid may not result in an increase in financial aid eligibility.

Student Signature _____ Date _____

Parent/Spouse _____ Date _____
(If applicable)

You may submit your Professional Judgement Appeal Form through your MY NPRC portal, by mail, or email: financialaid@rrcnpa.org.