

**\*\*An incomplete form will delay processing.\*\***

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Student Name \_\_\_\_\_ NMU IN \_\_\_\_\_

**Step 1 – Verification of Current Free Application for Federal Student Aid (FAFSA) Data**

Before re-evaluating your financial aid eligibility, we will need to verify the information submitted on your FAFSA is correct. To complete this process, you must submit the following documents if you have not already done so:

- 2020-2021 Household Verification Worksheet (Dependent version if your parents' information was provided on the FAFSA; otherwise, Independent version)
- 2018 Tax Return Transcript for student (if required to file a return) or a **signed** copy of your 2018 Federal Income Tax Return, including Schedules 1, 2, and 3
- For Dependent Students Only (those who provided parent information on the FAFSA): 2018 Tax Return Transcript for parents or a **signed** copy of your parents' 2018 Federal Income Tax Return, including Schedules 1, 2, and 3

**Worksheets may be printed from:**  
[www.nmu.edu/financialaid/printableforms](http://www.nmu.edu/financialaid/printableforms)  
**Information on requesting tax transcripts can be found at:**  
[www.nmu.edu/financialaid/verification](http://www.nmu.edu/financialaid/verification)

**Step 2 – Reason for Re-Evaluation Request and Documentation Requirements**

*Please be aware that a re-evaluation request does not guarantee an increase in your financial aid. Please provide a written statement explaining your circumstances, check the appropriate box below, and include the documentation listed.*

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| <p><input type="checkbox"/> <b>Loss/Reduction of Employment or Retirement/Military Discharge</b></p> <ul style="list-style-type: none"> <li>• Documentation from previous employer indicating dates of changes in employment status (letter, exit paperwork, DD214-Member 4 copy, etc.)</li> <li>• Most recent or final paystub. Ten weeks must have elapsed since loss of employment</li> <li>• IRS Tax Return Transcript for 2019 or a <b>signed</b> copy of your 2019 Federal Income Tax Return, including Schedules 1, 2, and 3</li> <li>• 2018 and 2019 W-2 Forms</li> <li>• Verification of unemployment benefits, if applicable</li> <li>• Verification of severance package, pension, retirement benefits, etc.</li> </ul> <p><input type="checkbox"/> <b>Loss of Other Income – Unemployment Benefits, Child Support, Taxable Social Security Benefits, Etc.</b></p> <ul style="list-style-type: none"> <li>• Statement from organization (unemployment office, Friend of the Court, Social Security) indicating when the income/benefits ended</li> <li>• Verification of benefit amount received in 2018</li> </ul> <p><input type="checkbox"/> <b>Death of a Spouse</b></p> <ul style="list-style-type: none"> <li>• Copy of Death Certificate</li> <li>• Copies of 2018 and 2019 W-2 Forms (or other income documentation)</li> </ul> <p><input type="checkbox"/> <b>Divorce/Separation</b></p> <ul style="list-style-type: none"> <li>• Copy of divorce decree or verification of filing for divorce</li> <li>• In the case of legal separation, documentation of separate households (lease, mortgage, utility bills)</li> <li>• Copies of 2018 W-2 Forms or other documents to separate income if a joint return was filed</li> </ul> | <p><input type="checkbox"/> <b>Receipt of One-Time Income – Pension Withdrawal, Sale of Home, Etc.</b></p> <ul style="list-style-type: none"> <li>• Documentation showing the source of the income (Form 1099-R, etc.)</li> <li>• Verification showing how much of the one-time funding is still available and how funds were spent</li> </ul> <p><input type="checkbox"/> <b>Marriage after FAFSA Filing</b></p> <ul style="list-style-type: none"> <li>• Copy of Marriage License</li> <li>• Recent paystubs for you and your spouse</li> <li>• Student's and spouse's IRS 2018 Tax Return Transcripts or a <b>signed</b> copies of 2018 Federal Income Tax Returns, including Schedules 1, 2, and 3</li> <li>• 2020-2021 Independent Student Household Verification Worksheet</li> </ul> <p><input type="checkbox"/> <b>Excessive Medical Bills/Insurance Premiums Paid Out of Pocket in 2018</b></p> <ul style="list-style-type: none"> <li>• Schedule A from Form 1040 if expenses were itemized, or</li> <li>• Copies of <b>paid</b> receipts/cancelled checks</li> <li>• For insurance premium withheld from earnings, copy of a pay stub</li> <li>• <b>Only include bills paid out of pocket, not those covered/reimbursed by insurance</b></li> </ul> <p><input type="checkbox"/> <b>Other</b></p> <ul style="list-style-type: none"> <li>• Provide a detailed explanation in your letter, as well as appropriate documentation</li> <li>• Contact our office if you are unsure about what type of documentation to provide</li> </ul> |
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Student Name \_\_\_\_\_

NMU IN \_\_\_\_\_

Although each family's situation is reviewed on an individual basis, the following reasons generally do not result in a change to financial aid eligibility: bankruptcy, foreclosure, private primary/secondary school tuition, or gambling winnings. Please feel free to contact our office to discuss your situation prior to submitting this form.

**Step 3 – Income Estimates**

Provide income information (or best estimate) for the entire year requested - January 1 through December 31  <b>Be sure to use amounts for the year, rather than monthly amounts.</b>	2019		2020	
	Student	Spouse	Student	Spouse
<b>Total Wages</b> (include partial year amounts if individual is no longer employed but worked for part of the year)	\$	\$	\$	\$
<b>Interest/Dividend Income</b>	\$	\$	\$	\$
<b>Unemployment Benefits</b>	\$	\$	\$	\$
<b>Severance Pay</b>	\$	\$	\$	\$
<b>Taxable Social Security Benefits</b> (do not include untaxed amounts)	\$	\$	\$	\$
<b>Child Support Received</b> (include total to be received for all children as well as partial year amounts if benefits will stop or be reduced during the year)	\$	\$	\$	\$
<b>Alimony</b>	\$	\$	\$	\$
<b>Worker's Compensation</b>	\$	\$	\$	\$
<b>Retirement Benefits</b>	\$	\$	\$	\$
<b>Insurance Benefits</b>	\$	\$	\$	\$
<b>Disability Benefits</b>	\$	\$	\$	\$
<b>Military or Clergy Housing/Food Allowances</b>	\$	\$	\$	\$
<b>Payments to Tax Deferred Pension/Savings Plans</b> (paid directly or withheld from earnings)	\$	\$	\$	\$
<b>Other</b> (list source) _____	\$	\$	\$	\$
<b>Total Income</b>	\$	\$	\$	\$
<b>Child Support you will PAY</b> If you report child support to be paid, you must list the following: Name of person who will pay support: _____ Name of person to whom support will be paid: _____ Names of children for whom support will be paid: _____ _____	\$	\$	\$	\$
<b>Alimony you will PAY</b>	\$	\$	\$	\$

We will act on your request for re-evaluation only after receiving all verification and supporting documentation which confirms your circumstances. **Please be aware that a re-evaluation request does not guarantee an increase in your financial aid.** An increase in financial aid eligibility depends on the availability of funds and demonstrated financial need. A decision on your request may take several weeks to complete, and additional documents may be requested. All information will remain strictly confidential.

The person signing below certifies that all of the information reported is complete and correct.

Student \_\_\_\_\_ Date \_\_\_\_\_

WARNING: If you purposely give false or misleading information, you may be fined, be sentenced to jail or both.

Be sure to complete and submit **both pages** of this form and required documentation. Include the student's name and NMU IN on all items submitted.