

## 23-24 Contribution Review

Student Name (print clearly)	Email Address	Aggie ID
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The contribution review allows students to document special or unusual circumstances not reflected on the FAFSA. Approval of the circumstances may allow a Financial Aid Advisor to make a professional judgement, on a case by case basis, which may allow adjustments to your EFC or Cost of Attendance that may increase eligibility for additional aid. **Please note, not all professional judgements guarantee an adjustment.**

### Instructions

**Complete this Contribution Review Form, and submit via email to your Financial Aid Advisor with a Letter of Explanation and all supporting documentation.** Supporting documentation is required and any incomplete submissions will delay processing. Please check your email and respond to any requests in a timely manner. This is a time intensive process that involves many steps, please allow up to 10-14 business days for thorough review and processing. The Office of Financial Aid and Scholarship Services reserves the right to deny any requests that would not increase a student's eligibility for aid.

### Contribution Review Categories

Please check the circumstance that applies to your situation. Follow the instructions of the form including providing the required documentation listed below your selected circumstance.

- Medical/Dental/Nursing Home expenses paid -not covered by insurance
  - Itemized billing statement listing all charges, insurance payments, and other payments made.
  - A copy of your Tax Return Transcripts may substitute as a documentation (if student/parent itemized their deductions the Tax Return Transcript will also provide out-of-pocket expenses that were paid).
  
- Loss of Employment/Income
  - Loss of job, laid-off, or furlough: termination letter - signed and dated, and last pay stub, or 2022 tax return.
  - Loss of Social Security Income and/or Taxed Security: letter that corresponds to the effected tax year
  - Death of Spouse or Parent: death certificate
  
- Marital Status Change- After FAFSA Submission: Marriage/Divorce/Separation
  - Recently Married: Marriage Certificate (not license), and spouse's tax transcripts from the applicable tax year.
  - Petition for dissolution of marriage, if applicable.
  - Divorce: Final divorce decree and wage income tax statement.
  - Separation: Legal court separation documentation and wage income tax statement.
  
- Natural Disaster Expenses Paid- not covered by insurance or other agency (provide applicable documentation)
  - Explanation of the natural disaster (i.e. flood, earthquake, etc.)
  - Copy of insurance appraisal
  - Police report (if filed)
  - Itemized billing statement verifying charges, insurance payments, and actual payments made.
  
- Other Special Circumstances - Please provide letters/memos, receipts, or official records for these circumstances.
  - Recent loss of Child Support
  - Large Costs of Childcare Expenses
  - Tuition Cost for Elementary/Secondary school for siblings or dependents
  - Other circumstance not listed, please explain: \_\_\_\_\_

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**Review Checklist**

Did you include all of these documents?

- Complete Contribution Review Form
- Provide Letter of Explanation** detailing the circumstance indicated above. Provide specific dates and why the income changes occurred.
- Supply documentation/information as noted in the Contribution Review Categories.

**Signature and Certification**

I certify that the information provided is true and that false or misleading information will be cause for repayment of financial aid funds received. I understand that submission of this form does not guarantee a change in my EFC or financial aid award package. I agree to submit additional information to the Financial Aid Office if required.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Dependent Students Only)

**When all required documents have been gathered, please email all requested items to your Financial Aid Advisor at your primary campus.**