

Special Circumstances Appeal (Student Instructions)

Special Circumstances refer to the financial situations (loss of a job, etc.) that justify an aid administrator reviewing and adjusting elements in the Student Aid Index (SAI) calculation. This review is always done on a case-by-case basis and the financial administrator's decision is final and cannot be appealed.

The Office of Student Financial Aid Services recognizes the following as qualifying special circumstances for the special circumstances appeal:

- Significant loss or reduction of income
- Loss of benefits (e.g. unemployment, alimony, Social Security/disability, or worker's compensation)
- Death of a parent or student's spouse
- Divorce/Separation of a parent or student
- Unreimbursed medical and dental care expenses
- Other circumstances on a case-by-case basis

A student who wishes to submit a Special Circumstance appeal should first contact the Student Financial Aid Services at 973-596-3479 or finaid@njit.edu and speak with an advisor. The advisor will advise the student on the process and open a tracking requirement for the appeal. Students may also request an appeal by following the steps below:





- **Students will log into the [document portal](#) and click on Manage Requests.**



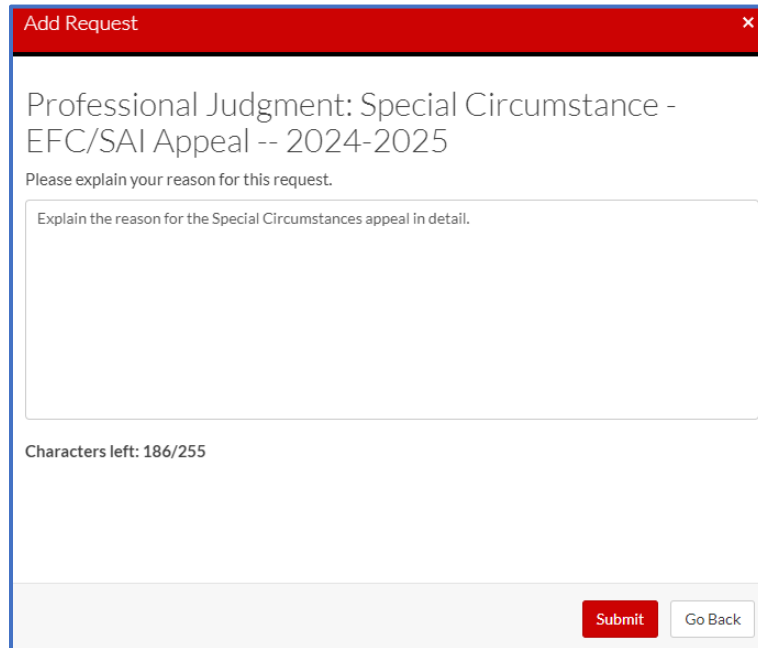
- **Click on + for 2024-2025 or the relevant aid year for Professional Judgment: Special Circumstance – EFC/SAI Appeal**

Manage Requests

You can request to open an appeal or upload a specific document or close the request if you no longer wish to proceed. If you are unsure which award year to choose for a request, please confirm with your school.

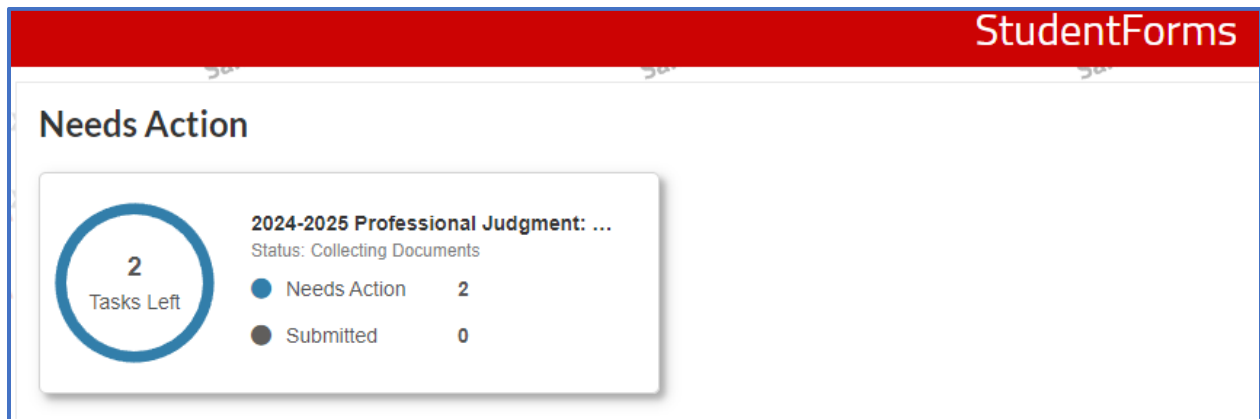
Request Type	2024-2025	2023-2024
Professional Judgment: Unusual Circumstance Appeal		
Professional Judgment: Special Circumstance - EFC/SAI Appeal		

- **Submit the appeal after carefully providing the details of your circumstances with dates.**



The screenshot shows a web form titled "Add Request" with a red header bar. The main heading is "Professional Judgment: Special Circumstance - EFC/SAI Appeal -- 2024-2025". Below the heading, it says "Please explain your reason for this request." There is a large text input area with the placeholder text "Explain the reason for the Special Circumstances appeal in detail." At the bottom left of the form, it indicates "Characters left: 186/255". At the bottom right, there are two buttons: a red "Submit" button and a white "Go Back" button.

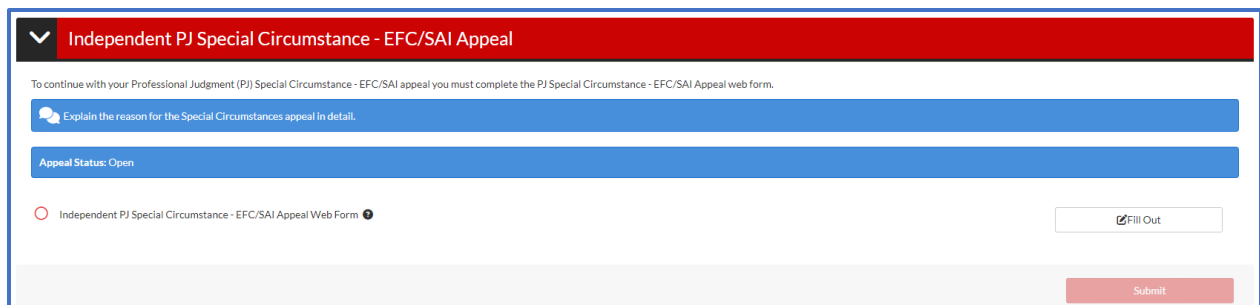
- **Click on Professional Judgment under Needs Action.**



The screenshot shows a dashboard titled "Needs Action" under the "StudentForms" header. A central card displays a circular progress indicator with the number "2" and the text "Tasks Left". To the right of the card, the title is "2024-2025 Professional Judgment: ..." and the status is "Status: Collecting Documents". Below this, there is a summary table:

Needs Action	2
Submitted	0

- **Click on PJ Special Circumstance – EFC/SAI Appeal, fill out the form, and submit it with supporting documents.**



The screenshot shows a form titled "Independent PJ Special Circumstance - EFC/SAI Appeal" with a red header bar. Below the header, there is a sub-header with a dropdown arrow. The main content area contains a blue bar with the text "Explain the reason for the Special Circumstances appeal in detail." Below this is another blue bar with the text "Appeal Status: Open". At the bottom, there is a red bar with the text "Independent PJ Special Circumstance - EFC/SAI Appeal Web Form" and a "Fill Out" button. At the very bottom right, there is a red "Submit" button.

Supporting Documents

Please provide legible copies of all documents. NJIT reserves the right to request any additional documentation as necessary. Incomplete submissions will delay the processing. The processing time is 4 – 6 weeks. We recommend that you make payment arrangements with the [Bursar's](#) office to avoid late fees.

Loss or Reduction of Income

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Last two pay stubs showing year-to-date earnings
- Most recent pay stub for the current employer, if employed
- Unemployment benefits determination letter that shows the weekly amount of gross and net unemployment benefits **OR** denial of unemployment benefits with an explanation
- Termination letter on the company's letterhead
- Letter on company's letterhead indicating loss of full-time work
- Documentation of severance pay
- Documentation of any other received or expected taxed/untaxed income

Loss of Benefits

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Benefits cancellation letter from an agency or court indicating the date of termination and reason
- Documentation showing the total amounts of benefits received for the current year
- Documentation showing the total amounts of benefits received in the prior year
- Documentation of any other received or expected taxed/untaxed income

Death of a parent or student's spouse

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Last two pay stubs showing year-to-date earnings
- Death certificate
- Social Security documentation indicating start date and monthly benefit amount
- Documentation of any other received or expected taxed/untaxed income (e.g. life insurance)

Divorce/Separation of a parent or student

- Signed and dated statement explaining the circumstance from both parties. Must also list the addresses where each resides
- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- If Divorced: Divorce decree
- If Separated: Copy of separation agreement if available and
- Proof of separate residences (utility bill; gas, water, electric, driver's license, official lease mortgage statement, etc.). **Cell phone bills and bank statements are not acceptable**
- Proof of monthly amount of child support and alimony received
- Documentation of any other received or expected taxed/untaxed income

Unreimbursed medical and dental care expenses

- Prior-Prior year and the most recent Federal Tax Returns, all schedules, W-2s and 1099s
- Explanation of Benefits Statements from insurance for each expense
- Supporting documentation of out-of-pocket medical expenses with proof of payment
- Schedule A for prior-prior year and the most recent tax year