

THE PROCESS

The Financial Aid Appeals Committee meets on a weekly basis to respond to student (spouse and/or parent) concerns regarding their financial aid. The appeal's form **MUST** be received by noon on Tuesday for it to be presented to the committee that week. You will receive a written response from the appeals coordinator as to the committee's decision.

The appeal's form along with any requested documentation is to be submitted to:

Point Park University
Office of Financial Aid
201 Wood Street
Pittsburgh, PA 15222
Fax: 412-392-4795

Questions? Contact the Office of Financial Aid at (412) 392-3930 or via e-mail at financialaid@pointpark.edu.

SECTION A

If you or your family has experienced a change in circumstances since completing the Free Application for Federal Student Aid (FAFSA), please use this form to explain your circumstances. The following are examples of the most frequent reasons in which a financial aid appeal is filed.

1) Loss of job for at least 10 weeks in 2011

Indicate your last date of employment. You must include the documentation requested in **Section B** and a copy of your unemployment benefits and severance pay (if applicable). If you are ineligible for unemployment benefits, please enclose a copy of the denied application.

2) Reduction of income for at least 10 weeks in 2011

Indicate the reasons for the reduction in your income. You must include the documentation in **Section B** and include documentation of your reduced income. Examples of acceptable documentation include: workman's compensation, short or long term disability, or a copy of your most recent paycheck.

3) Reduction of Child Support in 2011

Please indicate on the reverse of this form the person losing the benefit and the date of the change. You must include the documentation in **Section B** and include a copy of the court order.

4) Separation or Divorce in 2011

Please indicate on the reverse of this form the date of the change in marital status. You must include the documentation from **Section B** and include documentation from an attorney and if applicable, the amount of alimony and/or child support to be received.

SECTION B

In addition to the documentation requested in Section A, please include a signed copy of the student (and spouse) and parent (for dependent students) 2011 Federal income tax and W-2 forms. Please also download the 2011-2012 Verification Worksheet from the Point Park University web site (www.pointpark.edu). Enter *financial aid forms* in the **Search** box on the home page. *Financial Aid Forms* will appear first in the search results. **If you have already provided this documentation as part of the verification process, you do NOT need to provide it again.**

SECTION C

If none of the above situations apply to your circumstance, please explain your circumstance in the space provided on the next page. Depending on the situation, we may request additional documentation.

