



At Portland State University, we understand that while the Free Application of Federal Student Aid (FAFSA) is a helpful tool in determining a student's eligibility for financial assistance, it may not always accurately reflect the true financial situation of the student. If you have an unusual or special circumstance you believe should be considered in assessing your eligibility for aid, our re-evaluation process provides a way for you to inform us of the circumstances to be considered and allows us to determine if an adjustment can be made. Appeals for re-evaluation must be made in writing, include a detailed description of the circumstances as well as appropriate supporting documentation and be signed by the student.

The initial review of your Re-evaluation Appeal will be completed by a committee and may take up to two weeks. Be thorough and complete in providing all requested documentation as this will prevent processing delays. Once your appeal is reviewed, you will be notified via email of the committee's decision or if any additional documentation is necessary. Please keep in mind that submission of a Re-evaluation Appeal is specific to an academic year and does not guarantee an adjustment or increase to financial aid eligibility or assistance.

What May Qualify as a Special Circumstance?

- Loss or reduction of earned income from calendar year 2018 to calendar year 2019 due to change in employment
- Loss of benefits such as unemployment, alimony, or child support
- Loss or reduction of income due to separation, divorce or death of a spouse
- Unusual or unexpected medical or dental expenses for a household member that are not reimbursed

What Doesn't Qualify as a Special Circumstance?

- Private school tuition for children unless enrollment is necessary due to disability
- Annual fluctuations of income due to loss of overtime or bonuses
- Personal consumer debt such as credit-card or car payments
- Exclusion of business income reported on personal tax return

If you have unusual or special circumstances you wish to be considered in determining your eligibility for financial aid, please complete the Student Re-evaluation Form and submit all supporting documentation requested.

Mailing Address:

Office of Student Financial Aid and Scholarships
Portland State University
PO Box 851
Portland, Oregon 97207-0851

Physical Address:

Fariborz Maseeh Hall
Portland State University
1855 SW Broadway
Portland, Oregon 97207-3295

Phone: (503) 725-3461

Fax: (503) 725-5965

Toll-Free: (800) 547-8887

Department use only: SRVL-O



Student's Name: _____ ID#: _____
(Please print) Last First

Table with 2 columns: Select Circumstance, Documentation Required. Rows include: Loss or reduction of income due to change in employment or benefits; Unexpected and unusual Medical and/or Dental Expenses; Change in your marital status since filing FAFSA: separated/divorced/widowed.

By signing this form, I certify the information provided on this form and all accompanying documentation to be accurate and complete to the best of my knowledge. I agree to submit additional documentation to support my appeal should the Office of Financial Aid & Scholarships make such a request. I understand that completing this form does not guarantee financial aid will be increased and that any revision based on this information does not guarantee the same adjustments will be made in future academic years.
Student Signature: _____ Date: _____

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Step 3: Household Size Information

Please complete the form by listing the individuals in your household. Include:

1. Yourself
2. Your spouse (only if you have re-married since filing the FAFSA)
3. Your children, if you will provide more than half of their support between July 1, 2020 and June 30, 2021, even if they do not live with you.
4. Other people if they now live with you, you provide more than half of their support and you will continue to provide more than half of their support between July 1, 2020 and June 30, 2021.

Indicate any household member who is, or will be, enrolled at least half time in a degree, diploma, or certificate program at an eligible postsecondary educational institution any time between July 1st, 2020 and June 30th, 2021 by including the name of the college they will be attending and if they will enroll at least half-time.

If they attend PSU, please also include their student ID in the college name or additional information below.

If you need additional room, please submit an additional page.

Full Name	Age	Relationship to Student	College Name and PSU ID if Applicable	At least half time? (yes or no)
		Student (yourself)	Portland State University	Yes

By signing this form, you are certifying the information submitted to our office to be true and agree to submit additional documentation if requested.

Student Signature: _____ Date: _____
(No typed signatures permitted)

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