

Your 2024-2025 Financial Aid Offer is based upon the 2022 income information reported on your Free Application for Federal Student Aid (FAFSA). If you and your family experienced a change of circumstances or special circumstance that is not reflected on the 2022 income reported on the FAFSA, you may request a reevaluation of aid eligibility based upon the financial hardship(s) experienced. Upon receipt of this form and the requested supplemental documentation, a Financial Aid Advisor from Financial Aid Services may contact you requesting additional information they deem as necessary to process your request for additional aid consideration. It is crucial that you submit all requested supplemental information immediately in order to ensure the timely processing of your request. *While we will thoroughly review your situation and process your request, please note that additional funding is not guaranteed.*

A. Student & Parent Information

Student's Full Name: _____

Moravian ID: _____

Parent's Full Name(s): _____

Parent's Email Address(es): _____

B. Change of Circumstances/Special Circumstances

Please check the box that most closely matches your circumstances not reflected on your 2024-2025 FAFSA (2022 reported income). **Along with this form, please provide 1. a written explanation detailing your change of circumstance/special circumstance, and 2. the suggested supporting documentation (relating to your circumstance) outlined below.**

Change in Circumstance

Unemployment or change in employment

Death of Spouse or Parent

Divorce/Separation of Spouse or Parent

Special Circumstance

Out-of-Pocket Medical Expenses (not covered by insurance)

One-time/Non-recurring Income

Child or Dependent care expenses

Other (*natural disaster, parent educational debt, etc*)

Suggested Supporting Documentation

Termination notice from employer, last pay stub, unemployment benefit determination letter (if applicable), letter of severance pay (if applicable)

Copy of official death certificate, both parents' W-2 forms

Copy of Divorce Decree or Proof of Separation, proof of separate addresses, both parents' W-2 forms

Documentation of paid medical bills not reimbursed or paid by insurance

Signed copy of 2022 Federal Tax Return, copies of 2022 W-2 forms, explanation of one-time income source

Copy of statement/bill from daycare or school

Documentation of circumstance, detailed explanation of circumstances

C. Certification and Signatures

I/ We certify that the information provided on this form is accurate and complete as of this date. I/We understand that the request of a financial aid reevaluation is not guaranteed to result in a change to my financial aid eligibility and does not release me from payment of any balance due on my student account. I/We also understand that any revision based on this appeal information does not guarantee the same adjustments will be made in future semesters and/or academic years.

Student Signature Required (*no typed signature permitted*)

Date

Parent Signature Required (*no typed signature permitted*)

Date

Please return your completed form to the Office of Financial Aid Services via:

Mail (1200 Main Street Bethlehem, PA 18018)

Fax (610-861-1346)

Electronically through [Xmedius SendSecure](#)

In-person (1st floor Colonial Hall)