

## COVID19 (Coronavirus) Appeal Form

We recognize COVID-19 has caused unforeseen circumstances and financial hardship for many of our students and their families. To help us better understand your current situation, please provide all requested documentation to support your situation. Please understand by completing this form we cannot guarantee an increase in your award.

### Student Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

IC Email: \_\_\_\_\_ IC Student ID Number: \_\_\_\_\_

Student's Phone Number: \_\_\_\_\_

### Parent Information

Parent 1 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Parent 2 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Preferred method of Communication: \_\_\_\_\_

Please check the appropriate situation that applies to your request

- Unemployment
- Decrease in salary /wages
- Loss of business / farm due to bankruptcy, foreclosure, etc
- Other situation not listed above (please explain in comment section below)

Comment Section:

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### Impact Statement

In a written/typed statement, briefly explain how and to what extent your family's financial situation has changed due to COVID-19. You may attach the statement with your supporting documentation.

*\*If applicable include unemployment status and anticipated payments from unemployment, date of layoff or wage reduction, and any other related factors.*

## COVID-19 Appeal Form-Income Comparison

Student's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Please provide taxable and untaxable income in the table below and the corresponding documentation. If you are a dependent student and your parents are divorced or separated, include only your custodial parent's income information. If your custodial parent has remarried, include their spouse's income information. If you are an independent student (divorced/separated), include only your income information. *Write zero (0) if the item does not apply; we cannot assume that a blank field equates to \$0.00.*

Source of Income	2019	2020	Required Documentation
Parent 1 Earnings	\$	\$	
Parent 2 Earnings	\$	\$	
Dependent Student Earnings	\$	\$	
Independent Student Earnings	\$	\$	
Independent Student Spouse Earnings	\$	\$	
<b>Total Earnings from Work:</b>	\$	\$	<b>All 2019 W-2 Forms and most recent pay stub</b>
Child support received for all children	\$	\$	Copy of divorce decree, court order, garnished pay stub
Death Benefits	\$	\$	Supporting documentation
Alimony Received	\$	\$	Proof of income
Other untaxed benefits (such as Workers' Compensation)	\$	\$	Statement of benefits
Disability	\$	\$	Supporting documentation
Unemployment	\$	\$	Supporting documentation
Severance	\$	\$	Severance agreement
Cash support for any expenses paid on your behalf	\$	\$	Signed, itemized letter from benefactor
Pensions and/or annuities	\$	\$	Supporting documentation
TANF (Temporary Assistance for Needy Families)	\$	\$	Statement of benefits
<b>Total Other Income</b>	\$	\$	
Cash/Checking/Savings	\$	\$	
Investments	\$	\$	

## Documentation

The following information is required for the review of your application. **Incomplete forms and those missing appropriate documentation will not be reviewed.** All responsible individuals including parents, spouse and independent students, must provide tax as well as supporting documentation (applicable to your situation) for processing and consideration:

- All Applicants must submit:
  - **Signed copies** of 2019 federal tax returns, and if applicable, Schedules 1, 2 and 3
  - All 2019 W-2s and/or 1099s
  - If self-employed, all 2019 Schedule Cs and/or ScheduleEs
  
- Supporting documentation may include but is not limited to:
  - Termination Notice
  - Severance Agreement
  - Bank Statements
  - Unemployment Benefits
  - Benefit verification document
  - Current pay stubs
  - Layoff notice
  - Final paystubs
  - Copy of Employment Separation Agreement
  
- Before a professional judgment decision can be made, additional documentation may be required.
  
- If you are selected for Federal Verification, we will require **2018** documentation.

PLEASE NOTE: Be sure tax returns are **SIGNED** and submit as much supporting documentation as possible. Incomplete documents will delay review. **We will review your file as soon as possible and will send you a reply within 2 weeks of submission.**

**UPLOAD SUPPORTING DOCUMENTS** – You may upload the completed appeal form and all supporting documentation through our secured uploading link: <https://ithaca.edu/sfs-upload>