

Checklist for Filing a Special Circumstances Appeal – WHAT YOU NEED TO DO:

___ 1) We must have your **2009-2010 Free Application for Federal Student Aid (FAFSA)** on file at Shimer.

___ 2) **Submit a letter from you or your parents concisely detailing the circumstances of your appeal.**

Prepare a detailed, but concise narrative of the circumstances leading to this request.

___ 3) **Complete the 2009-2010 Request for Consideration of Special Circumstances Appeal form.**

___ 4) **Complete the 2009-2010 Verification Worksheet and with copies of:**

(If you have already submitted this information to Shimer it is not necessary to submit it again.)

___ Your (student) 2008 Signed Federal Tax Return with W2(s)

___ Your Parents 2008 Signed Federal Tax Return with W2(s)

(Required if you are a Dependent Student and parent information was included on your application.)

___ Your Spouses 2008 Signed Federal Tax Return with W2(s)

(Required if you are an Independent Student and are married.)

___ 5) **Attach additional supporting documentation as requested which must be complete with signatures.**

All submitted supporting documentation must show that expenses have already been paid. Some examples are copies of canceled checks, bank account statements, year-end summaries, or billing statements specifically indicating “amount paid”. Writing “paid” and the check number on the copy of your billing statement is not sufficient proof of payment.

___ 6) Please send all of the above documentation to:

**Shimer College
Office of Student Financial Aid
3424 S. State St.
Chicago, IL 60616-3893**

Please note that this list is not all inclusive and you may be asked by the Office of Student Financial Aid to provide additional documentation if necessary.