

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

- ___ 1) We must have your 2008-2009 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 2008-2009 Request for Consideration of Special Circumstances Appeal form.
- ___ 4) Complete the 2008-2009 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) 2007 Signed Federal Tax Return with W2(s)
- ___ Your Parents 2007 Signed Federal Tax Return with W2(s)
(Required if you are a Dependent Student and parent information was included on your application.)
- ___ Your Spouses 2007 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.