

**REQUEST FOR RECONSIDERATION OF  
YOUR NEED-BASED STUDENT FINANCIAL AID ELIGIBILITY**

Your need-based student financial aid review represents the results of a detailed analysis and careful evaluation of the application information that you have provided to this office by filing the PROFILE and the Free Application for Federal Student Aid (FAFSA). Vanderbilt is committed to the equitable treatment, which incorporates an evaluation of long-term capacity to pay, of all students and their families who are applying for need-based student financial aid. We additionally adhere to a systematic methodology for establishing an appropriate expected contribution from each applicant and his/her family when determining a financial aid award. **We are thus unable to make student financial aid award adjustments that are not consistent with the standard methodological principles and practices that we use for all families.**

We do realize that errors could have been made in your reporting of information, that information requested on your application forms may have been omitted by you, or that significant changes (particularly changes with financial impact) in your family's circumstances may have occurred since you filed the PROFILE and FAFSA. *Reconsideration of your financial aid eligibility can be given under such circumstances, and if you have not already notified us of such errors, omissions, or significant changes, please do so at this time.* Examples might include the following:

1. PROFILE or FAFSA information reported erroneously or omitted (see the note that follows).
2. Total loss of employment of either parent/stepparent for at least 10 weeks.
3. Disability or death of a parent/stepparent.
4. Parents'/stepparents' divorce or remarriage.
5. Change in your family/household size or a change in the number of college students in your family/household during the upcoming academic year.
6. Extraordinary medical/dental or exceptionally high non-consumer expenses for which no reimbursement will be received and which will require direct out-of-pocket payment(s).

**NOTE:** Any differences between estimated income figures reported on your PROFILE or FAFSA forms and the actual income figures reported on your tax return(s) should **not** be submitted for reconsideration since we will automatically verify and reconcile those income figures when the tax returns we requested from you are received and analyzed.

As stated above, it is not possible to give reconsideration of your need-based financial aid eligibility based on factors that are not consistent with our standard policies and procedures used in determining eligibility/need and awarding financial aid for all families. Examples of such factors that will **not** be considered are as follows:

1. Differences between the nationally accepted methodology used for awarding institutional funds and the mandated federal methodology used for awarding limited federal assistance.
2. Aid offers from other colleges and universities, whether those offers are based on need or merit/honor.
3. Meritorious achievements and scholastic abilities/accomplishments of the student.
4. Discretionary spending patterns or chosen lifestyle of the parent(s) and/or student.
5. Consumer indebtedness (past or present) of the family.

Any request for reconsideration must be submitted in writing with all documentation attached. Incomplete information and telephone requests will not be acted upon. Examples of documentation might include, but are not necessarily limited to, the following:

1. A letter, signed by at least one parent and the student, identifying the specific PROFILE/FAFSA errors/omissions and providing the corrected data/information.
2. A letter from an employer certifying/documenting termination of a parent's employment and explaining provisions for any severance pay or other relevant termination benefits.
3. Itemization of the recently unemployed parent's calendar year income. This itemization should include all wages/earnings from January 1 up through the date that employment ended, any special compensation/ payments other than regular earnings received at termination, unemployment compensation which will be received during the remainder of the calendar year, and any other earnings or other sources of income which that parent expects to receive during the remainder of the calendar year. In order for us to have the most current and accurate information pertaining to any loss of employment, an updated employment status report will be required every three months or whenever that parent is employed once again.
4. A letter from an appropriate medical authority providing relevant details of a disability.
5. Detailed estimates of a family's current year income from all sources (itemized), both taxable and non-taxable.
6. Copies of relevant marriage, legal separation, or divorce documents.
7. Copies of bills or statements of account which support or reflect any exceptionally high medical, dental, or relevant non-consumer out-of-pocket expenses incurred during the most recently completed calendar year or thus far during the current calendar year.
8. Completed College Enrollment Verification Form (if relevant/necessary, this form would be made available from the Office of Student Financial Aid).
9. Copies of prior calendar year federal tax returns with all specific attachments/schedules.
10. Copies of all pages/parts of trust documents.
11. Written notification of a parent's death.
12. Any documents which explain or support the condition (as stated on the reverse side) on which your request for reconsideration is based, and which provide specific information and relevant data about the family's circumstances now being reported.

**NOTE: Your written request for reconsideration plus all relevant/applicable documentation should be identified with the student's full name and the first five digits of your social security number on each item and sent to the Vanderbilt Office of Student Financial Aid at the address shown on the reverse side or by fax to 615-343-8512.**