

# APPEAL FOR ADDITIONAL LOAN/WORK-STUDY FUNDS 2009-2010



Name: \_\_\_\_\_ Spire ID: \_\_\_\_\_  
Last First M  
 Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email: \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### A. Appeal Information :

Complete this form to request an increase to your cost of attendance for education related expenses. If your cost of attendance is increased you may become eligible for additional loan funds including Federal Direct Student Loans, Federal Direct Parent PLUS Loans and or Alternative Loans. **This appeal will not make you eligible for additional grant or scholarship funds.**

B.  Check what you are appealing for:  Work-Study only  Loan and Work-Study  Loan Only

**Please note** that completing this appeal form is not a guarantee that you are eligible for Federal Work-Study and/or Federal Direct Loans. Federal Work-Study is a need based award, your eligibility can only be determined at the time of your appeal review.

C. Reasons for Appeal:  Check all that apply

- Books and supplies expenses, more than \$500 per term
- Dependent care expense
- Expenses related to an Internship
- Monthly living expenses for off-campus housing of more than \$4,138 per term
- Secondary school special education expense for up to \$5,000
- Transportation expenses, more than \$200 per term

Explanation of your request for additional loan/work-study funds (attach a separate sheet if needed).

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### D. Documentation Requirement:

Remember to write your Spire ID on all supporting documentation

<b>Books and supplies</b>	Copies of receipts exceeding the standard allowance of \$500 per term already included in the cost of attendance.
<b>Dependent care expenses</b>	Letter from the dependent care provider that includes the agreement for fees and hours.
<b>Expenses related to an Internship</b>	Letter indicating costs, such as transportation and clothing (clothing items must be needed to participate in the required internship). Copies of receipts.
<b>Monthly living expenses</b>	Copies of lease and your portion of monthly expenses. These costs must exceed the standard allowance of \$4,138 per term already included in the cost of attendance.
<b>Secondary special education</b>	Documentation of the special education school requirements for siblings. Up to \$5000 per year will be considered.
<b>Transportation expenses</b>	Letter indicating mileage, frequency of travel and reason for travel. This cost must exceed the standard \$200 per semester already included in the cost of attendance.

Please submit completed form with supporting documentation to Financial Aid Services, 255 Whitmore Administration Building no later than:

**November 1, 2009- if your appeal is for the Fall 2009 Semester.**

**April 1, 2010- if your appeal is for the Spring 2010 semester.**

You may also fax the completed form and documents to (413) 545-1700.

### E. Signature and Certification:

I certify that the information submitted for this appeal is true and complete to the best of my knowledge. I agree to provide all supporting documentation required. I understand that failure to comply may result in the cancellation of this appeal. I further understand that if I have provided information in previous appeals, this information may be reviewed for accuracy and it may impact the outcome of this and or any future appeal.

\_\_\_\_\_  
 Student Signature Date

