



## Independent Student

Dear Student:

You have requested a re-evaluation due to changes in your family's financial circumstances. To appeal for additional assistance, your family must complete the attached form and submit it to Financial Aid Services for review. Keep in mind that re-evaluations are processed on a case-by-case basis and that families need to provide supporting documentation. **Typically, only income changes or expenses that would exceed five percent of a family's income will warrant any adjustments in a student's financial assistance.**

**For your request to be considered, you must submit copies of your family's 2023 Federal Income Tax Return Transcript and all 2023 W-2 forms.** Any requests submitted due to changes or loss of employment will require the employee's most recent or final paystub. In addition, the employee will be required to supply documentation of any unemployment or severance benefits that he/she is eligible to receive. Additional documentation may be requested once our office has completed the initial review.

Please feel free to contact our office at (815)740-3403 or toll-free (866) 890-8331 if you have any questions with regards to this re-evaluation form. Counselors are available to discuss your family financial circumstances and determine the appropriate steps required.

Sincerely,

### Financial Aid Services

500 Wilcox Street Joliet, IL 60435 | [finaid@stfrancis.edu](mailto:finaid@stfrancis.edu)

(815) 740-3403 | Toll-free: (866) 890-8331 | Fax: (815) 740-3822