



Professional Judgment and Unusual Circumstance Policy

Curry College students may pursue an adjustment to their financial aid package based on special or unusual circumstances by submitting a written appeal to the Office of Student Financial Services. Appeals can be forwarded by email, fax or submitted in-person along with all supporting documentation. Appeals due to a change in in taxed or untaxed income, require the Special Circumstances Form be submitted along with all supporting documentation outlined on the form. Application for a review due to special or unusual circumstances does not guarantee an adjustment can or will be made to a student's financial aid package.

Special Circumstances refer to financial situations (i.e. loss of employment) that may result in an increase in a student's eligibility for need-based financial aid from the college, state and/or federal government. Students appealing due to a significant change in their and/or their parent(s) income must complete and submit the appropriate (Parent and/or Student) Special Circumstances Form along with supporting documentation which may include but is not limited to:

- Federal tax returns and/or W-2 statements
- 1099 statements showing interest/dividends income
- Unemployment and/or workers compensation benefits received
- Social Security, Severance, child support and/or alimony received
- Untaxed income received
- Employment termination letter from previous employer
- Housing and food allowances
- Public Assistance benefits (AFDC, TANF, SNAP)
- Additional documentation/clarification as requested

Unusual Circumstances refer to conditions that allow an aid administrator to make an adjustment to a student's dependency status and are reviewed on a case-by-case basis. Any adjustments to a student's status will only occur after a in-person, virtual or telephone conversation/meeting with the student, review of supporting documentation submitted by the student and determination by the Office of Student Financial Services that an adjustment is acceptable based on the information submitted and discussion with the student.

Supporting documentation is required to confirm the unusual circumstances which may include but is not limited to:

- Letter from student outlining the circumstance(s) OR interview notes from the Aid Counselor of the situation
- Letter(s) from a third-party, confirming circumstances. Letter(s) can be submitted by psychologist, therapist, school counselor, clergy person, police, social service agency, extended family members or school counseling center
- Other documentation/clarification as requested

Appeals will be reviewed by the student's Financial Aid Counselor and the Director of Financial Aid once all requested supporting documentation has been received by the Office of Student Financial Services. A valid Free Application for Federal Student Aid (FAFSA) must be received by Curry prior to any review. Additional documentation/clarification may be requested.

Student's whose appeals are approved will receive a revised award letter including newly awarded aid or an increase to existing aid. Student's whose appeals are denied will receive an email to their Curry email address informing them of the denial and the reason(s) for the decision.

Curry College
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