

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Students appeal for financial assistance for a number of reasons. Appeals must be accompanied by all documentation requested. Incomplete appeal submissions will be returned to the student for completion. Appeals should be completed by the **student** and not the parent. Please read this form carefully. If you have any questions, call Student Financial Services toll-free at (877) 372-7347.

**APPEALING FOR ADDITIONAL FINANCIAL ASSISTANCE**

**Franklin Pierce University makes its best offer of financial assistance in the initial award letter sent to students.** This is part of our effort to work in partnership with the student and his/her family in order to finance a Franklin Pierce University education. Thus, requests for additional funding should be based on special circumstances of which the Student Financial Services staff might have been unaware of at the time the student's financial aid application was reviewed. Some examples of special circumstances include the following: divorce; medical bills; loss of income; or death of a parent. Please note that home repairs, private school education, weddings, and major purchases will not be considered as special circumstances warranting an appeal. Please complete Sections A, B and C. A detailed letter from the student explaining the special financial circumstances facing his/her family is also required.

**APPEALING FOR EXTENSION OR REINSTATEMENT OF FINANCIAL ASSISTANCE**

**Extension:** Franklin Pierce University funding awarded at the time of admission, as well as the Franklin Pierce Grant program, is offered for eight consecutive semesters only (four years). Students that do not complete their program in eight semesters can appeal for a ninth semester of financial aid. Please attach a detailed letter that explains why you have not completed your academic program in eight semesters and when your program will be completed. In addition to this letter, please complete Section C of this form.

**Reinstatement:** Students that are readmitted to the University after a leave of absence or full withdrawal can appeal to have their previous financial aid reinstated. Please attach a detailed letter that explains why you took a leave of absence or withdrew from the University and when you expect to complete your program. In addition to this letter, please complete Section C of this form.

**SECTION A - EXPENSES/INCOME - PLEASE CHECK ONE**

1. You, your parents or spouse have unusual medical or dental expenses not covered by insurance.  
**Documentation:** Copies of the actual receipts or statements for medical and dental expenses paid in 2024 or incurred in 2025, signed 2024 federal tax returns, all schedules and W-2s. Do not include amounts covered by insurance, your company or self-employed health deductions.

*Continue to Sections B and C – you do not need to complete the income chart on page 2.*

2. You, your parents or your spouse have had a significant loss of income in 2024 due to a period of unemployment, change of jobs or going from full-time to part-time employment.

**Documentation:** Copies of signed 2023 and 2024 federal tax returns, schedules and W-2s, statement of employment termination (when writing the personal statement the student/parent/spouse must indicate when employment was terminated and for what reason), 2024-25 financial documents (last pay stub, unemployment benefit rate letter, current public assistance budget, etc.) for whoever is suffering the income change.

*Complete the income chart on page 2 & continue to Sections B and C.*

Source of Income	Actual Income (Jan. 2025 to Present)	Estimated Income (Present to Dec. 2025)	Total Income <i>(add actual and estimated)</i>
Student's wages			
Spouse's wages			
Parent's wages			
Unemployment or Worker's Comp			
Severance Pay			
Child support			
All other taxed income			
All other untaxed income			
<b>Total:</b>			

**SECTION B - HOUSEHOLD INFORMATION**

List all people that you, your parents or your spouse will support between July 1, 2025 and June 30, 2026. You must include: yourself, your parents or your spouse, siblings or dependent children, and other people who receive more than half of their support from you, your parents or your spouse. Support includes meals, clothing, shelter, schooling, etc., that will continue through June 30, 2026.

List the individuals' ages, their relationship to you and, if applicable, the college they will be attending, the degree program they are enrolled in (Undergraduate or Graduate) and whether their attendance is less than half, half or full-time. Please begin the chart with all pertinent information about yourself.

Full Name	Age	Relationship	College	Program	Enrollment
Example: Janet Jones	25	Self	Franklin Pierce University	BA	Full-time
		Self			
		Spouse or Parent			
		Parent			
		Child or Sibling			
		Child or Sibling			
		Child or Sibling			

**SECTION C - CERTIFICATION**

I (we) certify that all the information provided is correct to the best of our knowledge and that we have attached appropriate documentation. I (we) will notify the Student Financial Services office of any changes that occur subsequent to submitting this appeal.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required for dependent students)

\_\_\_\_\_  
Date

Return this form and any other related documents via email: [osfs@franklinpierce.edu](mailto:osfs@franklinpierce.edu); via FAX: (603) 899-4372; or via mail: Student Financial Services, Franklin Pierce University, 40 University Drive, Rindge, NH 03461.