



## Instructions for the 2022-2023 Financial Aid and Scholarship Appeal Form

We know that certain situations and events can affect a family's ability to pay for college, and it is important that you make us aware of these situations that you believe are not reflected accurately on the 2022-2023 Free Application for Federal Student Aid (FAFSA). While we have federal requirements and limits on what we can do, we will carefully review your individual situation.

Certain situations require that students and families complete a special circumstance form in addition to this form. **Students and parents of students experiencing one of the following scenarios listed below should complete and submit the Cleveland Institute of Art 2022-2023 Special Circumstance form with your appeal form. The 2022-2023 Special Circumstance Form is available at the Office of Financial Aid web site at:** [http://www.cia.edu/Financial\\_Aid\\_Forms.aspx](http://www.cia.edu/Financial_Aid_Forms.aspx).

- Change in employment status
- Unusual medical expenses not covered by insurance and not reported on the student or parent 2020 IRS tax return.
- Unusual dependent care expenses
- Change in parental marital status (dependent students only)
- Change in student's marital status (independent students only)
- Death of a parent (dependent students only)
- Death of a student's spouse (independent students only)
- Unusual expenses from a natural disaster not covered by insurance

Following this cover letter is the CIA 2022-2023 Financial Aid and Scholarship Appeal Form that will assist you in explaining your individual situation. Please note: If it is necessary to request additional information/documentation, you will be notified.

The results of this request for additional financial aid and scholarship assistance will be based on the individual circumstances outlined in the completion of this form. Students and/or parents will be notified via email or by phone once a decision by the Financial Aid and Scholarship Appeals Committee has been rendered. Please remember that submission of this form does not guarantee an adjustment to the student's award.

If one of your reasons to appeal additional aid is another school's offer of scholarships and financial aid is greater than the offer received by CIA, submit copies of all financial aid and/or scholarship award letters from other schools who provided more merit and need based financial assistance than CIA.

NOTE:

Students submitting this 2022-2023 Financial Aid and Scholarships Appeal Form may be selected for a process called verification and may be required to submit:

- 2022-2023 Verification Worksheet (available from the CIA Office of Financial Aid)
- Copies of the parent(s) 2020 Federal IRS Tax Transcripts including all schedules, if the student filed as a dependent student, if applicable
- Copies of the student's and spouse's 2020 Federal IRS Tax Transcript(s) including all schedules, if applicable
- Copies of the student's and spouse's 2020 W-2s, if applicable
- Copies of the parent's 2020 W-2s, if applicable

Tax transcripts can be requested from the IRS website at [www.irs.gov/individuals/Get-transcript](http://www.irs.gov/individuals/Get-transcript) or by calling 800-908-9946. Students across the country who submit the 2022-2023 FAFSA are selected for the U.S. Department of Education verification process based on a random, targeted, discretionary, or a combination of these based data on provided by each student. If you are selected for verification, the Office of Financial Aid will send you the verification form you should complete or you can come to the Office of Financial Aid and request one. If you are selected for verification you must submit all of the forms listed above **within two weeks** of being informed you have been selected for verification.

Please either mail, e-mail or fax your 2022-2023 Financial Aid and Scholarship Appeal Form and required documentation to:

The Cleveland Institute of Art  
Financial Aid and Scholarship Appeals Committee  
C/O Office of Financial Aid  
11610 Euclid Avenue  
Cleveland, Ohio 44106  
Fax: 216-754-3634  
[financialaid@cia.edu](mailto:financialaid@cia.edu)



## 2022-2023 Financial Aid and Scholarship Appeal Form

*Please PRINT clearly*

Student's Full Name \_\_\_\_\_

Student CIA ID \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

Student's Cell Phone Number \_\_\_\_\_ Home Phone \_\_\_\_\_

Permanent/Home Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Campus/Local Address \_\_\_\_\_

Parent 1 Name \_\_\_\_\_ Parent 1 Day Phone Number \_\_\_\_\_

Parent 1 Email Address \_\_\_\_\_ Parent 1 Cell Phone Number \_\_\_\_\_

Parent 2 Name \_\_\_\_\_ Parent 2 Day Phone Number \_\_\_\_\_

Parent 2 Email Address \_\_\_\_\_ Parent 2 Cell Phone Number \_\_\_\_\_

**Reason(s) for Financial Aid/Scholarship Appeal**

Please use this section to provide information describing the basis for your (the student's) request. Attach additional pages and documentation as necessary.

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Are you (the student) currently employed? \_\_\_\_ Yes \_\_\_\_ No If, yes what is your monthly income? \_\_\_\_\_

If you are not employed, please explain why? \_\_\_\_\_

What dollar amount of additional financial assistance are you and your family requesting, and how did you derive that figure?

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Are you willing to borrow a portion of your requested amount? Please indicate the amount: \_\_\_\_\_. If not, please explain your hesitancy to do so:

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**2022 Estimated Household Income/Expenses:**

Estimated 2022 gross income from ALL sources for Father/Step-Father:

\$ \_\_\_\_\_

Estimated 2022 gross income from ALL sources for Mother/Step-Mother:

\$ \_\_\_\_\_

Estimated 2022 gross income from ALL sources for Student and Spouse (if appropriate):

\$ \_\_\_\_\_

TOTAL ESTIMATED 2022 GROSS INCOME FROM SOURCES ABOVE:

\$ \_\_\_\_\_

**Estimated MONTHLY 2022 expenses for family:**

- Mortgage Payment or Rent: \_\_\_\_\_
- Utilities (power, water, gas): \_\_\_\_\_
- Cable/Satellite TV: \_\_\_\_\_
- Home Phone, including long distance: \_\_\_\_\_
- Cell Phone: \_\_\_\_\_
- Auto Loan Payments: \_\_\_\_\_
- Food: \_\_\_\_\_
- Clothing: \_\_\_\_\_

• Entertainment: \_\_\_\_\_

• Put into savings: \_\_\_\_\_

• Other (please specify): \_\_\_\_\_

TOTAL ESTIMATED MONTHLY EXPENSES FROM ABOVE: \_\_\_\_\_

Certification

By signing below, we (the parent and the student) affirm that the data contained on this form are true and complete to the best of our knowledge. I further understand that submission of this information does not guarantee an increase in my financial aid package.

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

Parent \_\_\_\_\_ Date \_\_\_\_\_

The Financial Aid and Scholarship Appeals Committee has the responsibility for reviewing this information and for making the decision regarding your appeal. As soon as the Committee renders a decision regarding your appeal, a staff member from the Office of Financial Aid will notify you. The Appeals Committee strives to render decisions weekly. However, circumstances may necessitate a longer timeframe. The Appeals Committee decision is final.

Please either mail, e-mail or fax your 2022-2023 Financial Aid and Scholarship Appeal Form to:

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C/O Office of Financial Aid  
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