

# Brandeis University

## 2025-2026 Financial Aid Appeal Worksheet

### Instructions

Your eligibility for need-based financial aid has been determined according to federal regulations and university policies governing financial aid programs. Using the information that you provided on the FAFSA, CSS/Financial Aid PROFILE, student and parent tax returns\* and/or other supporting documentation, we have calculated your Student Aid Index (SAI) and awarded financial aid appropriately. We recognize that a family's income is not always consistent and that financial situations change throughout the academic year due to unforeseen circumstances.

You may request a review of your financial aid package to significant changes in your family's circumstances that affect your ability to contribute to college costs by completing this Financial Aid Appeal Worksheet and submitting the required documentation. Please complete all sections of this form as accurately as possible. If you have not already submitted a 2025-2026 FAFSA, 2025-2026 CSS/Financial Aid PROFILE, complete copies of the student's and parents' 2023 Federal Tax Returns\* and a 2025-2026 Verification Worksheet, if required, you must do so now. To ensure consideration for the academic year starting in August, Early Decision students must submit appeals by March 1 and Regular Decision students by April 15. There is no specific deadline for returning students, but **please note that we will begin addressing appeals from continuing students after July 15th, 2025.** Appeals are considered on a first come, first served basis so it is in your best interest to submit a request for reconsideration as early as possible. Again, information presented in this appeal should be new information or information that has changed significantly from your initial application. We cannot consider appeals based on credit card debt, car or mortgage payments, wedding/celebration expenses, private school costs, vacations or other discretionary expenses.

**Please note that submission of an appeal does not grant an extension of the bill due date. All student accounts must be paid in full by the stated due dates even if an appeal is in process. If you have any questions regarding the appeal process, or would like to discuss payment plans, private loans or other bill payment options while waiting on an appeal response, please contact us at (781) 736-3700 or [finaid@brandeis.edu](mailto:finaid@brandeis.edu).**

Once the Student Financial Services Appeals Committee reviews the submitted documentation and determines if the student qualifies for additional aid, we will notify the student by mail. Response time will vary based on our volume of appeals at the time you submit your request. However, you can expect a status update within 5 – 10 business days. Additional aid will be considered for students on a funds available basis when the calculations result in higher financial need. Please note, additional scholarship funds will only be offered if a student has taken advantage of all other sources of financial aid (e.g., federal and state grants, subsidized and unsubsidized federal loans, etc.).

The completed Financial Aid Appeal Worksheet and all required supporting documentation should be submitted to:

Office of Student Financial Services  
Brandeis University  
MS 027, 415 South Street  
Waltham, MA 02454-9130  
EMAIL: [finaid@brandeis.edu](mailto:finaid@brandeis.edu)

*\* Please note: complete copies of tax returns require all pages of your federal return including W-2(s), schedules, statements and business returns (if applicable).*

# Brandeis University

## 2025-2026 Financial Aid Appeal Worksheet

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parent(s)' Name(s): \_\_\_\_\_ Day Phone Number: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_ Parent's Cell Number: \_\_\_\_\_

The completed Financial Aid Appeal Worksheet and all required supporting documentation should be submitted to:

Office of Student Financial Services  
Brandeis University  
MS 027, 415 South Street  
Waltham, MA 02454-9110  
FAX: 781-736-3719; EMAIL: [finaid@brandeis.edu](mailto:finaid@brandeis.edu)

### Part Ia. Student Appeal (to be completed by student and then proceed to Part III)

Student's expected income for 2025 is significantly less than 2023. Indicate reason: \_\_\_\_\_

**List your projected gross work income for each of the following periods and proceed to Part III.** Provide most recent paystubs from any employment for the time periods below. *Do not leave any space blank. Enter "0" if you will have no earnings for a particular period.*

6/1/25 to 8/31/25: \$ \_\_\_\_\_ 9/1/25 to 12/31/25: \$ \_\_\_\_\_ 1/1/26 to 5/31/26: \$ \_\_\_\_\_

### Part Ib. Parent Appeal (to be completed by parent and then proceed to Part II)

Check the box(es) that best describes your situation and provide copies of the documentation indicated. Be sure to complete both pages of this form accurately. Incomplete worksheets will delay the process.

☐ Parent is currently unemployed. Unemployed parent is: ☐ Parent 1 ☐ Parent 2

Date employment ended: \_\_\_\_\_. *Attach letter of termination, documentation of severance and unemployment benefits and most recent pay stub for each parent in the household regardless of which parent experienced the income adjustment, along with a complete copy of your 2024 Tax Return.\**

☐ Untaxed income or benefits received in 2023 have ended (i.e. unemployment, social security benefits, housing allowance, etc.). *Attach documentation from the agency providing the benefit along with a complete copy of your 2024 Tax Return.\**

☐ One-time capital gain or IRA/pension distribution in 2023 *Attach a letter explaining the circumstance that resulted in the capital gain/distribution, along with a complete copy of your 2024 Tax Return.\* The letter must indicate that both the circumstances and capital gain/distribution are one-time occurrences.*

☐ Extraordinary unreimbursed medical and/or dental expenses.  
*Attach a detailed letter and supporting documentation of the paid unreimbursed expenses (i.e. invoices, receipts, etc.). If you are appealing based on 2024 unreimbursed medical expenses, include a complete copy of your 2024 Tax Return.\* Proceed to Part III if medical expenses are the sole appeal point.*

☐ Death of a parent. Date: \_\_\_\_\_ *Attach copy of death certificate and documentation of any death benefits received.*

☐ Other. If none of the above categories describe your family's situation, please attach a detailed letter of explanation and provide documentation of the current circumstances.

## Part II. Projected 2025

Actual income will be verified in January 2025. If changes were made to your financial aid based on your projections and the actual figures are higher, we will adjust your aid accordingly and you may be required to repay financial aid received.

- Complete this section if you are appealing based on a loss of employment or any other income-related change.
- Provide information for all income categories for both parents in the household, not just the income elements that have changed. Enter "0" if no income of a certain type is expected.
- Attach documentation for your figures (i.e. most recent paystubs for both parents, severance benefits letter, unemployment benefits statement, etc.)

### Estimated 2025 Taxable Income

Documentation  
Included  
(Check Box)

Estimated 2025 Income  
(1/1/2025 to 12/31/2025)

Total '25/Verified Income

1. Parent 1's 2025 work income
2. Parent 2's 2025 work income
3. Severance compensation
4. Interest and dividend income
5. Business or real estate income/loss
6. Taxable IRA/pension/annuity distribution
7. Unemployment Benefit (amounts vary)
8. Other taxable income (i.e. state tax refunds, alimony, capital gain, taxable social security, etc.)
9. Total Taxable Income (1 through 7 above)


\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____

### Office Use Only:

\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____
\$	_____

### Estimated 2025 Untaxed Income

Documentation  
Included  
(Check box)

Documentation  
Included  
(Check box)

- Untaxed Social Security Benefits  
Child Support Received  
Untaxed Pension Distributions  
Payments to Retirement Plans


\$	_____
\$	_____
\$	_____
\$	_____


AFDC/ADC or TANF	\$	_____
Cash/Gifts Paid on your Behalf	\$	_____
Worker's Compensation	\$	_____
Other Untaxed Income (Please Specify)	\$	_____

## Part III. Certification

The information provided on this form is accurate and complete to the best of our knowledge. We have already provided or will provide our signed complete 2023 federal tax returns\*, including all schedules, W-2s and business returns if applicable. We understand that completing this form does not guarantee financial aid will be increased. We also understand that if financial aid is revised based on this appeal information, we will be required to provide documentation of final 2025 income in January 2026, and our financial aid may be revised and repaid based on actual year-end income. We understand that the student must take advantage of all other sources of financial aid (e.g., federal and state grants, federal subsidized and unsubsidized loans, etc.) in order to receive additional University funds. We also agree to notify Student Financial Services if our income changes.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPEALS CANNOT BE PROCESSED WITHOUT THE FOLLOWING

- Both pages of this form completed and signed along with a letter explaining special circumstances
- Copy of signed complete 2024 federal income taxes and W-2(s) and business returns (if applicable)
- Most recent pay stubs for each parent in household
- Last pay stub from former position
- Statement of any unemployment benefits received and/or expected, and
- All other applicable documentation of special circumstances