



Office of Financial Aid and Scholarships

New Mexico State University
Alamogordo Campus
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Alamogordo, NM 88310
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575-439-3855

21-22 Contribution Review

Student Name (print clearly)	Email Address	Aggie ID
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The contribution review allows students to document unusual circumstances not reflected on the FAFSA. Approval of the circumstances may allow a Financial Aid Advisor to make a professional judgement which may allow adjustments to your EFC or Cost of Attendance that can allow you to be eligible for additional aid. **Please keep in mind, not all professional judgements guarantee an adjustment.**

Instructions: Complete this Contribution Review Form, provide a Letter of Description of Special Circumstances, followed by supporting documentation. Submit all documentation via email to your Financial Aid Advisor. Please allow 10-14 business days to review your documents. Any incomplete submission can be denied.

Contribution Review Categories

Check the recent circumstance that applies to your situation. Supply the information as noted in the category of this form. *These circumstances may be applied to independent or dependent students, or dependent student’s parents.* For “Other Special Circumstances”, you are still required to provide supportive documentation and explain these documents within your Letter of Description.

- Medical/Dental/Nursing Home expenses paid -not covered by insurance
 - Itemized billing statement listing all charges, insurance payments, and other payments made.
 - A copy of your Tax Return Transcripts may substitute as a documentation (if student/parent itemized their deductions the Tax Return Transcript will also provide out-of-pocket expenses that were paid).

- Loss of Employment/Income
 - Loss of job, laid-off, or furlough: termination letter - signed and dated, and last pay stub.
 - Loss of wages due to illness, quarantine period, or shelter-in-place order: Unemployment determination letter and/or three most recent pay stubs
 - Loss of Social Security Income and/or Taxed Security: letter that corresponds to the effected tax year
 - Voluntary Resignation: resignation letter, signed and dated
 - Death of Spouse or Parent: death certificate

- Marital Status Change: Marriage/Divorce/Separation
 - Recently Married: Marriage Certificate (not license), and spouse’s tax transcripts from the applicable tax year.
 - Petition for dissolution of marriage, if applicable.
 - Divorce: Final divorce decree and wage income tax statement.
 - Separation: Legal court separation documentation and wage income tax statement.

- Natural Disaster Expenses Paid- not covered by insurance or other agency (provide applicable documentation)
 - Explanation of the natural disaster (i.e. flood, earthquake, etc.)
 - Copy of insurance appraisal
 - Police report (if filed)
 - Itemized billing statement verifying charges, insurance payments, and actual payments made.

- Other Special Circumstances - Please provide letters/memos, receipts, or official records for these circumstances.
 - Recent loss of Child Support
 - Large Costs of Childcare Expenses
 - Computer purchase or substantial transportation costs for college.
 - Tuition Cost for Elementary/Secondary school for siblings or dependents
 - Forced-relocation expenses due to COVID.
 - Other circumstance not listed, please explain: _____

Review Checklist

Did you include all of these documents?

- Complete Contribution Review Form
- Provide Letter of Description of Special Circumstances:** Explain the Circumstance(s)- includes timeline/dates, effects on income or financial stability, and explanation of supportive documentation.
- Supportive Documentation: May include, but not limited to, financial documents, receipts, letters/memos, or official documentation provided by an organization or institution.

I certify that the information provided is true and that false or misleading information will be cause for repayment of financial aid funds received. Due to limited funding, approval of a Contribution Review does not guarantee that additional funds will be awarded.

WET SIGNATURE REQUIRED.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please email documents to your Financial Aid Advisor at your home/primary campus.