



Office of Financial Aid and Scholarships

New Mexico State University
Alamogordo Campus
2400 North Scenic Drive
Alamogordo, NM 88310
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575-439-3855

2024-25 Contribution Review

Student Name (print clearly)

Email Address

Aggie ID

The contribution review allows students to document special or unusual circumstances not reflected on the FAFSA. Approval of the circumstances may allow a Financial Aid Advisor to make a professional judgement, on a case-by-case basis, which may allow adjustments to your SAI (Student Aid Index) or Cost of Attendance that may increase eligibility for additional aid.

Please note, not all professional judgements guarantee an adjustment.

Instructions

Complete this Contribution Review Form, and submit via email to your Financial Aid Advisor with a Letter of Explanation and all supporting documentation. Supporting documentation is *required* and any incomplete submissions will delay processing. Please check your email and respond to any requests in a timely manner. This is a time intensive process that involves many steps, please allow up to 10-14 business days for thorough review and processing. The Office of Financial Aid and Scholarship Services reserves the right to deny any requests that would not increase a student's eligibility for aid.

Contribution Review Categories

Please check the circumstance that applies to your situation. Follow the instructions of the form including providing the required documentation listed below your selected circumstance.

- 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, or 2023 tax return.
 - Loss of Social Security Income and/or Taxed Security: letter that corresponds to the effected tax year
 - Death of Spouse or Parent: death certificate

 - Marital Status Change - After FAFSA Submission: 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 (e.g. 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
 - Tuition Cost for Elementary/Secondary school for siblings or dependents
 - Other circumstance not listed, please explain: _____
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Review Checklist

Did you include all of these documents?

- Complete Contribution Review Form
- Provide Letter of Explanation** detailing the circumstance indicated above. Provide specific dates and why the income changes occurred.
- Supply documentation/information as noted in the Contribution Review Categories.

Signature and Certification

I certify that the information provided is true and that false or misleading information will be cause for repayment of financial aid funds received. I understand that submission of this form does not guarantee a change in my SAI (Student Aid Index) or financial aid award package. I agree to submit additional information to the Financial Aid Office if required.

Student Signature: _____ Date: _____

Parent Signature _____ Date: _____
(Dependent Students Only)

When all required documents have been gathered, please email all requested items to your Financial Aid Advisor at your primary campus.