

Document List for Need-Based Appeal Requests

Peabody gives careful consideration to financial aid packages for admitted students based on the strength of the application, the audition, the interview, and the unmet need presented on the student’s FAFSA/CSS Profile. Students can appeal to Peabody when they encounter an unexpected change in the family’s financial circumstances. Situations will vary with each student. An example list of the most common hardships and the recommended supporting documentation is provided below. If your situation is not included on this list, we encourage you to contact the *Office of Financial Aid* for guidance regarding the steps below. In addition to writing a statement, students should attach supporting documentation along with their appeal request.

Next Steps:

1. Review the following examples below and note the corresponding documentation requirements.
2. Prepare a written statement outlining the change in financial circumstance.
3. Gather the requested documents.
4. Complete the appeal request [here](#).
5. Attach all documentation to your appeal prior to completing your application request.

| Hardship Examples | Supporting Documentation |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Change of income due to change of job, business income or 1x income | <ul style="list-style-type: none"> • statement outlining the change in circumstance • supporting documentation showing the change of income • the date of the change • the estimated gross earnings for 2023 • 2023 W-2's • 2023 Federal Tax Return |
| Reduction of untaxable income | <ul style="list-style-type: none"> • statement outlining the change in circumstance • the date of the change • estimated untaxed income for 2023 • supporting documentation showing the change |
| Excessive medical expenses | <ul style="list-style-type: none"> • Outlining the total medical and dental expenses paid in 2022 or 2023 • including the names of the family members, • Federal Tax Return (<i>including Schedule A</i>), itemized summary of expenses (<i>provider, date, amount, and family member name</i>) |
| Change in family household size | <ul style="list-style-type: none"> • Statement outlining the relationship of who they care for • the length of time • the total cost for 2023 • signed 2023 Federal Tax Return • 2023 W-2s • itemized summary of expenses |

Peabody makes every effort to provide assistance to students who qualify. Appeals are reviewed by a committee. The Financial Aid Office will respond to appeal requests within 5 -7 business days. If you have additional questions or concerns, contact us at 667-208-6590 or email us at peabodyaid@jhu.edu.