

MINNEHAHA ACADEMY

Appealing Financial Aid Awards

Minnehaha Academy accepts appeal requests of the financial aid award solely in cases where the family has additional information that was not included in their original application or if there has been a significant change in their financial circumstances.

To begin the appeal process, submit a detailed letter to Minnehaha Academy's Financial Aid Office with supporting documentation illustrating your appeal request. The chart below details specific documentation that is needed.

All appeals must be received within 7 days of receipt of your award letter, unless a significant change in financial circumstances occurs after that time period. However, appeals received more than 7 days after receipt of the award letter can be considered only if financial aid remains available. Appeals with insufficient information or documentation will not be reviewed.

Reason For Appeal	Required Supporting Documentation
1. Change in Size of Family	Provide: copy of birth certificate or court documents of adoption for added family member
2. Change in Employment Status Termination, unemployment, change of employment, change of employment from full time to part time, position change, decrease in salary/wages, retirement	Provide: <ul style="list-style-type: none"> • Recent pay stubs • Termination letter • Unemployment insurance benefits • Letter from employer evidencing employment status change • Projected income earned for current year • Statement regarding any anticipated retirement benefits (including social security) for the current year
3. Change in Marital Status	Provide: <ul style="list-style-type: none"> • Copy of marriage certificate, separation agreement or divorce decree • If no separation agreement or divorce decree, provide a statement indicating date of intended divorce/separation Separation must be with the intent to divorce; couple must be at different addresses • Is there an agreement of financial support payments (e.g. child support)? If yes, please list amount of child support payment and provide proof of child support payments • Number of people now in household
4. Loss of Assets	Provide: copy of documentation evidencing loss of assets (e.g., letter from the lender or financial institution, financial statements after date of loss, etc.)
5. Loss of One-time Income <ul style="list-style-type: none"> • Capital gains • IRA withdrawals • Gambling earnings • Miscellaneous income 	Provide: <ul style="list-style-type: none"> • Amount and source of income • Signed copy of prior year Federal tax return • Documentation of IRA rollover, if applicable • Explanation and itemized list of "how the money was used"
6. Loss of Social Security/Disability Benefits/Child Support	Provide: <ul style="list-style-type: none"> • Date benefits stopped • Documentation from agency providing benefits that states when benefits stopped and amount received (if any) in the current year
7. Disability	Provide: <ul style="list-style-type: none"> • Date disability occurred • Proof of disability (medical documentation, letter from vocational rehabilitation, etc.) • Copy of current year-to-date pay stubs from all jobs held • Proof of disability income
8. Death of Family Member	Provide: copy of the death certificate and a statement regarding any anticipated insurance proceeds for the current year