



Serving Richmond and Scotland Counties

Required Supporting Documents for Appeals & Judgements

This document is meant for informational purposes only. If you are submitting an appeal for Satisfactory Academic Progress, Maximum Time Frame, Selective Service, Unusual Enrollment History, Dependency Override, or Professional Judgement and any of the following situations apply, include the required documentation.

Reason for Appeal	Required supporting documentation
1. Change of school	Provide: *Proof of address change (if due to a move or relocation) *Proof of loss of internet (if previous school was an online school) *List of program offerings (if intended program was not available)
2. Change of Residence	Provide a copy of the rental agreement or housing contract.
3. Change of Program	Provide: *Program evaluation for all former programs *Program evaluation for current program *Statement describing reason for program change(s)
4. Change in size of family	Provide a copy of birth certificate, marriage certificate, death certificate or court documents of adoption for added or subtracted family member(s).
5. 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 copy of: *Most recent federal tax return and W2 forms *Most recent pay stub *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
6. Change in marital status	Provide: *Copy of marriage certificates, separation agreement or divorce decree *If no separation agreement or divorce decree, provide a statement indicating date of anticipated divorce or actual separation > Separation should be with the intent to divorce; couple will provide documentation of 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
7. 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.)

Required Supporting Documents for Appeals & Judgements Continued

Reason for Appeal	Required supporting documentation
8. Loss of one-time income *Capital gains *IRA withdrawals *Gambling earnings *Miscellaneous income	Provide: *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
9. Excessive medical/dental (non-cosmetic only) expenses	Provide: *Total expenses incurred *Total amount paid *Total paid by insurance *Total amount still due/outstanding *Copy of the most current medical/dental bill statement showing amounts paid and outstanding
10. Illness	Provide: *Letter from doctor indicating dates of illness *Copy of medical bills
11. Loss of social security/disability benefits/child support	Provide: *Date benefits stopped *Documentation from agency providing benefits that states when benefits stopped and the amount received (if any) in the current year
12. Disability	Provide: *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
13. Death of family member	Provide: *Copy of death certificate *Copy of student's birth certificate (if deceased is a parent) or marriage certificate (if deceased is the spouse) *Statement regarding any anticipated insurance proceeds for the current year
14. Date of first entry into U.S.	Provide: *Foreign passport with U.S. Visa *I-94 *Refugee status court documents
15. Abandonment by Parent	Provide: *Student's birth certificate *Police report *School records *DSS evaluation or report
16. Homeless & Unaccompanied	Provide: *Eviction notice *Letter or evaluation from a shelter *Police report