

## REQUESTING A REVIEW

Reviews must be submitted **in writing** to Student Financial Services at the address noted below. You can request a review when:

- your circumstances have changed or prior information submitted was incorrect;
- you believe an error has been made in the assessment of your application; or
- you have extraordinary circumstances not addressed in the assessment of your application, such as medical expenses.

A review cannot be requested solely on the basis that you have not received enough funding to pay for your education.

There are four types of review available.

1. If the information you provided on, or in support of, your application has either changed or was incorrect, or you feel an error was made on your file, you may request a review. You must submit written documentation to substantiate your request. This might include a change in your financial resources, marital status, program or educational institution.
2. Review of emergency or extraordinary expenses: If you have experienced extraordinary expenses that you wish considered, you may request a review. For example, you/your family may have medical/optical expenses, health care costs, or prescription costs not covered by a drug/insurance plan. You must submit a completed *Request for a Review of Emergency or Extraordinary Expenses during the Study Period* form.
3. Parental contribution review (for the purpose of determining your federal funding eligibility): If you are a dependent student and your parents are unable to provide the expected parental contribution because there will be a decrease of at least five per cent in their gross income compared to what they declared on the previous year's income tax return, you may request that your expected parental contribution be reviewed.

For example, if one of your parents retired this year, Student Financial Services can reassess your file using the lower income expected this year. You must submit a completed *Parental/Family Contribution Review* form.

Your parent(s)' income will be audited the next time you apply for assistance. If the actual income is higher than what was used to calculate your funding, you may be assessed an overaward.



4. Family contribution review: If you are a married/common-law student and your partner is unable to provide the expected contribution because there will be a decrease of at least five per cent in his/her gross income compared to what your partner declared on the previous year's income tax return, you may request a review.

For example, if your partner is unemployed this year, Student Financial Services can reassess your file using the lower income expected this year. You must submit a completed *Parental/Family Contribution Review* form.

Your partner's income will be audited the next time you apply for assistance. If the actual income is higher than what was used to calculate your funding, you may be assessed an overaward.