



Student Financial Services  
 University of Pennsylvania  
 005 Franklin Building  
 3451 Walnut Street  
 Philadelphia, PA 19104-6270  
<https://sfrs.upenn.edu/>

# Application For Reevaluation

**2023-2024**

Student Name _____	Date _____
Penn I.D. # _____	Parent 1 Name _____
Address _____	Daytime Phone # _____
Phone # _____	Parent 2 Name _____
School _____ Grad. Date _____	Daytime Phone # _____
Email: _____	Email: _____

- ▶ In order to proceed with your request, we will require a copy of your latest paystub for 2022. We will also require you to submit your 2022 Federal Tax Return and W-2 Form(s) as soon as they are available.
- ▶ We will respond to your reevaluation request within 4-6 weeks.

## Reevaluation of Financial Assistance

Penn's financial assistance program includes both traditional financial aid, and Penn Payment Options. Penn Payment Options offer flexible payment and budget options to assist you with your family contribution. Families should consider both types of assistance in assessing their capacity to meet Penn's costs.

We want to be as responsive as possible to particular families' situations, within the limits of federal and University policies and available funding levels. We can consider requests for reevaluation of the expected family contribution when:

- A family has experienced a change in financial circumstances, such as unemployment, or
- A family has extenuating circumstances, which distinguish them from other families of similar income and characteristics, and which were not considered in the initial determination of family contribution

**All families must complete sections A and E.**

**Please indicate below the reason for this reevaluation request:**

- |  |   |
|--|---|
| <input type="checkbox"/> unemployment (complete sections D & E)  | <input type="checkbox"/> death of parent (complete section G)                         |
| <input type="checkbox"/> divorce/separation (complete section F) | <input type="checkbox"/> other (specify below, attach additional sheets if necessary) |

## A. Parent's Contribution

Based on the current financial information submitted on this application, indicate the amount you expect to contribute to your child's education for 2023-2024 from current income, assets, and/or through Penn Payment Plan financing. (Refer to [www.sfrs.upenn.edu/payment-plan/](http://www.sfrs.upenn.edu/payment-plan/) for Penn Payment Plan information.)

\$ \_\_\_\_\_ Parent's Signature \_\_\_\_\_

**For Office Use Only:**  
 Req/REEVAL  
 TP/TU 28

Received:  
 \_\_\_\_\_  
 Date

Processed:  
 \_\_\_\_\_  
 Date                      Initials



REEVAL

## B. Special Circumstance Expenses

If applicable, please complete any of the items in this section. For any of the items detailed below, please provide supporting documentation to show these changes:

### Parent (ONLY) Educational Debt

Debt & Reason Incurred	Date Incurred	Original Amount	Current Balance	Monthly Payment	Remaining Term	Creditor
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

### Medical Expenses

	\$	
	\$	

### Other Expenses

	\$	
	\$	

### Total Expenses

\$	
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## C. Additional Comments:

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## D. Unemployment Information

### Employment Status:

1. Who was/is unemployed?  Parent 1  Parent 2  Step-Parent 1  Step-Parent 2
2. Date of unemployment: \_\_\_\_\_
3. Date that reduced salary became effective: \_\_\_\_\_
4. What were your 2022 gross earnings prior to your unemployment? \$ \_\_\_\_\_
5. a. Current employment status:  employed  unemployed
- b. If presently employed, date of reemployment \_\_\_\_\_  
and gross weekly salary: \$ \_\_\_\_\_
6. a. Is your spouse currently working?  yes  no
- b. If yes, what is your spouse's gross weekly salary? \$ \_\_\_\_\_

### Severance Income:

1. What amount of separation pay did you receive? \$ \_\_\_\_\_
2. What dollar amount of accrued vacation and sick leave did you receive in addition to separation pay? \$ \_\_\_\_\_
3. Have you received, or will you receive, unemployment compensation?
  - No - Explain why: \_\_\_\_\_
  - Yes - For how many weeks in 2022? \_\_\_\_\_ in 2023? \_\_\_\_\_  
What is the weekly amount? \$ \_\_\_\_\_
4. List the weekly amount of other benefits received or to be received  
(Workmen's Compensation, etc.) \$ \_\_\_\_\_

## Projected Income Worksheet 2023

### E. 2022 Income and 2023 Projected Income:

This worksheet will help you project your estimated family income for 2023. It is designed for families who expect a significant reduction in income from 2022 due to unemployment, changes in employment, illness, retirement, or sabbaticals. Include with this worksheet any pertinent documentation.

List 2022 (full year) and estimated 2023 amounts for the following:

(Please explain losses or negative income on page 3.)

	2022	Estimated 2023
1. Total wages, salaries and tips (gross income) - Parent/Step-Parent 1 _____ →	1. \$ _____	\$ _____
2. Total wages, salaries and tips (gross income) - Parent/Step-Parent 2 _____ →	2. \$ _____	\$ _____
3. Interest income _____ →	3. \$ _____	\$ _____
4. Dividend income _____ →	4. \$ _____	\$ _____
5. Unemployment compensation _____ →	5. \$ _____	\$ _____
6. Net income from self-employment, farms, rents, partnerships, etc. _____ →	6. \$ _____	\$ _____
7. Other taxable income such as pensions, alimony, capital gains/losses, etc. _____ →	7. \$ _____	\$ _____
8. Social security benefits (include amounts received for dependent children, not including student) _____ →	8. \$ _____	\$ _____
9. Child support received _____ →	9. \$ _____	\$ _____
10. Other non-taxable income (such as disability, untaxed portion of pensions, IRA, 401(k) or 403(b) voluntary annuity contributions, VA benefits, welfare benefits, etc.) _____ →	10. \$ _____	\$ _____
11. Workmen's Compensation or other supplemental unemployment benefits _____ →	11. \$ _____	\$ _____
<b>Total projected income</b> _____ →	<b>\$ _____</b>	<b>\$ _____</b>

## F. Recent Divorce or Separation

If you complete this section, please also provide any/ all relevant supporting documentation (i.e. divorce decree).

1. Date of separation: \_\_\_\_\_

Date of Divorce: \_\_\_\_\_

2. Briefly describe the change in the household situation:

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3. Which parent is the custodial parent? \_\_\_\_\_

4. How many people reside in the custodial parent's household?  
(including student and the parent) \_\_\_\_\_

5. Name, address, and telephone number of non-custodial parent:

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6. Occupation of non-custodial parent: \_\_\_\_\_

7. Property Settlement:

a. What is the custodial parent's share of the house, other properties, and assets?

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b. What is the non-custodial parent's share of the house, other properties, and assets?

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## G. Death of a Parent/Guardian

If you complete this section, Student Financial Aid requests that you submit a copy of a death certificate in compliance with the Department of Education.

1. Name of surviving parent: (if applicable): \_\_\_\_\_

2. Complete the following using estimates when a firm amount has not yet been established. Report benefits of surviving spouse and all dependents.

### Family Income Benefits

Total life insurance benefits \$ \_\_\_\_\_

Monthly Social Security \_\_\_\_\_

Monthly Veterans Adm. benefits \_\_\_\_\_

Monthly Pension \_\_\_\_\_

### Expenses

Funeral \$ \_\_\_\_\_

Medical  
(Not reimbursed by insurance) \_\_\_\_\_

Legal Fees \_\_\_\_\_

Other (Please specify) \_\_\_\_\_

3. Will the mortgage be paid off with mortgage or life insurance?  Yes  No

4. Has there been any change in the family's assets since your financial aid application was filed? If so, please specify, including dollar amounts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is the estate in probate?  Yes  No

Student Signature \_\_\_\_\_ Date \_\_\_\_\_