



Financial Aid

FAMILY CONTRIBUTION APPEALS

Financial Aid
Student Services Room 248
16007 CRENSHAW BLVD.
TORRANCE, CA 90506
(310) 660-3493 | eccfaid@elcamino.edu

FAMILY CONTRIBUTION REVIEW

The Financial Aid and Scholarships Office provides a Family Contribution Appeal process. Family Contribution Appeals are reviewed by staff regarding changes to a family's financial situation, based on new information submitted by the student. On exception, the Financial Aid will consider changes to the student's available aid based on the information provided.

Completing a Family Contributions Appeal is the process which allows students/families to address income changes in the current calendar year versus the income reported on the FAFSA. The income change may result in a revision to the Expected Family Contribution (EFC), and any change in the EFC will help our office determine whether a student becomes eligible for additional financial aid.

CHANGES WARRANTING A REVIEW ARE LIMITED TO THE SPECIFIC SITUATIONS BELOW:

- Layoff/Unemployment
- Disability
- Retirement
- Death
- Divorce/Separation
- Child or spousal support
- Change in the number of family members in the household whom you or your parents provide more than 50% support.

Required documentation and deadlines for each academic year are listed below.

Please allow 2-4 weeks for processing time as Family Contribution Appeals will be reviewed in the order received. You will be notified by the Financial Aid Office when your appeal has been processed, or if any additional information is required.

Please note, if selected for verification, your appeal will not be reviewed until after verification has been completed.

DOCUMENTATION REQUIREMENTS

LOSS OF INCOME/RESOURCES:

As a result of layoff/unemployment, disability, retirement, death, divorce/separation, child, or spousal support

If applicable, the following documentation required:



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- Complete signed tax return and all W-2s (REQUIRED for all appeals with changes in income)
- Anticipated income for the next 12 calendar months
- Three (3) most current earnings statements from each job
- If laid off, letter of termination from employer and copy of final earnings statement
- Notice of unemployment insurance award
- Disability benefits eligibility letter
- Retirement benefits statement
- Death Certificate
- Any information about income from death (i.e., life insurance, death benefits, pension plans)
- Divorce decree or statement of separation
- Agency verification of loss or reduction of benefits
- Court/legal documentation (child/spousal support) verifying date support ends

CHANGES IN THE NUMBER OF FAMILY MEMBERS

Include any changes to the number of family members. These family members must be someone for who you, or your parents, provide more than 50% support.

Documentation required:

- Provide a detailed statement explaining the reason for the change.
- List names, ages, relationships, and number in college.
- The new Submission Tool allows you to submit documents electronically directly to El Camino College Financial Aid Office.
- Please review the following before continuing to the Submission Tool:
- You will need to register with your student information before requesting a Family Contribution Appeal. Once you are logged on, you may request an appeal by selecting the "+ - Request" button.



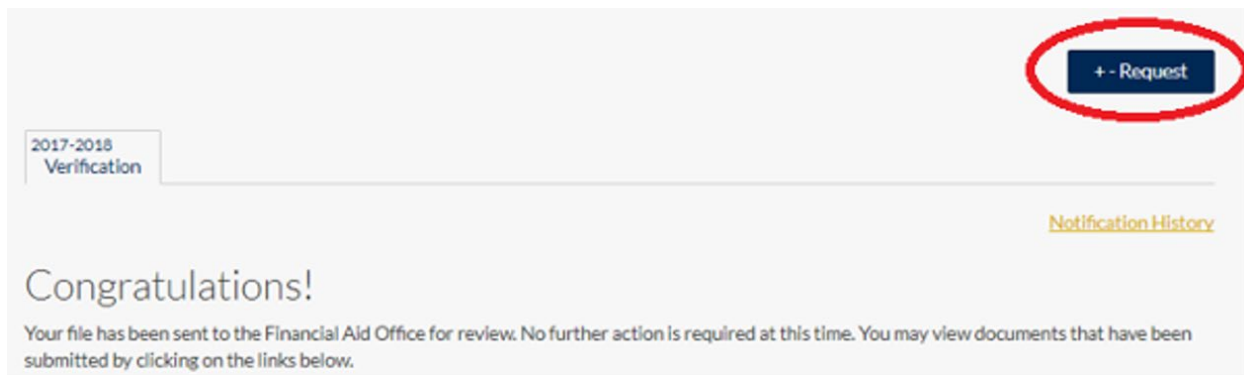
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HOW TO SUBMIT AN APPEAL

You will need to register with your student information before requesting a Family Contribution Appeal and to begin the appeal click on the following link <https://elcamino.verifymyfafs.com> Once you are logged on, you may request an appeal by selecting the "+ - Request" button.



Once you have submitted the request, you will see the documents needed before completing the appeal submission process. Please note, the Third-Party Documentation you will be required to upload refers to any supporting document for your appeal (i.e. taxes, bills, additional statements, etc.). If the Financial Aid Office requests additional documentation; it will also be labeled as "Third Party Documentation".



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The screenshot shows a web interface for the 2017-2018 Family Contribution Appeal process. At the top, there are two tabs: "2017-2018 Verification" and "2017-2018 Family Contribution Appeal", with a red notification badge on the second tab. A "Notification History" link is visible in the top right. The main content area starts with a "Welcome!" message and a list of items needed for the appeal process. A section titled "Dependent PJ Expected Family Contribution (EFC) Appeal" is expanded, showing instructions to complete the web form. Below the instructions is a blue chat bar with the text "dejw". Two items are listed with "Fill Out" and "Upload" buttons: "PJ Expected Family Contribution (EFC) Appeal Web Form" and "Upload Third Party Documentation". A "Submit" button is located at the bottom right of the form area.

Once all appeal documents are uploaded, click the "Submit" button, then the "Finish" button. The Financial Aid Office will review appeals and the process will take 2-4 weeks.