California State University, Chico

Exceptional Circumstances Appeal - Travel Adjustment

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<th>RETURN TO:</th>
<th>Student Services Ctr. 250</th>
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<td>Financial Aid and Scholarship Office</td>
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<td>Chico, CA 95929-0705</td>
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<td>Phone: 530-898-6451 Fax: 530-898-6883</td>
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<td>E-mail: <a href="mailto:finaid@csuchico.edu">finaid@csuchico.edu</a></td>
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<td>Web site: <a href="http://www.csuchico.edu/fa">www.csuchico.edu/fa</a></td>
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<td>Facebook: <a href="http://www.facebook.com/ChicoStateFASO">www.facebook.com/ChicoStateFASO</a></td>
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Adjustments for travel expenses will be considered only for expenses exceeding the standard travel allowance. Our first priority is to deliver aid to students based on their initial eligibility. Your FAFSA or California Dream Act Application (CADAA) must be complete with accurate 2015 tax, income, and family information. Review of exceptional circumstances will take place after (1) you complete a 17/18 FAFSA or CADAA and (2) you receive an initial aid offer from CSU, Chico and (3) submit all required documentation including verification information if required.

We recommend that you accept your initial award offer including loans, and plan to cover costs from your current aid package, employment, and family resources. Review annual loan eligibility at www.csuchico.edu/fa/typesOfAid/loans/types/index.shtml.

Appeals submitted in Summer 2017 will be evaluated after the fall semester begins. You will receive notice of our decision sent to your mailing address on your Student Center.

Read instructions and complete this form with all requested information. If you plan to complete more than one appeal, please submit all appeals and documents at one time. Incomplete appeals will not be processed.

**TRAVEL ADJUSTMENTS**

Check the category and documents that apply to your appeal.

- [ ] Mileage allowance may be considered for students commuting to Chico State from outside Chico. 
  Attach a written statement that includes the following:
  - Why it is necessary for you to live outside of Chico
  - Home Address
  - Number of times per week traveled for educational purposes
  - Applicable semester

- [ ] Mileage allowance may be considered for students traveling to off-site locations for course credit required for degree (example: student teaching or nursing practicum site outside of Chico).
  Attach a written statement that includes the following:
  - Reason for travel
  - Beginning and ending addresses
  - Number of times per week traveled
  - Applicable semester

- [ ] Travel adjustment may be considered for emergency travel costs.
  Attach a written statement that includes the following:
  - Reason for travel - Explain
  - Date(s) traveled
  - Means of transportation
  - Beginning and ending location or addresses
  - Documentation, such as airline receipt - documentation must be in student’s name

If you fax any additional documentation, specify that it is for an Exceptional Circumstances Appeal. Print student name and Chico I.D. at the top of all documents.

I certify the information on this appeal to be complete and accurate. If any of the information changes, I understand I must promptly notify the Financial Aid and Scholarship Office and that I may be responsible for repayment of financial aid received.

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Student’s Signature Date

ExcirTA18 Z18CAT