

How to File a Financial Contribution Appeal (CCF)

WARNING: this type of appeal should not be submitted until you have received your initial financial aid award. All Appeals are processed inside of the verification portal at [GSU.verifymyfafsa.com](https://gsu.verifymyfafsa.com) (VMF). You must create an account to submit this type of appeal.

Step One:

If you have previously logged into the verification portal skip to step two.

Selecting the Dependency Override Appeal notification button in your PAWS account will link you to the registration page of the verification portal. There you must enter your demographic information exactly as it appears on the FAFSA. You will be asked to provide your preferred email address which is your GSU student email as your preferred email address.

Step Two:

After your account has been created and you have logged in, you must select the “Request” button on the upper right-hand side of the page.

Step Three:

You will be presented with the option to begin a Financial Contribution Appeal.

Step Four:

Next you must provide a short statement on why the appeal is being submitted. After the brief statement is created you will be able to access the customized Financial Contribution appeal form.

Step Five:

There you must provide a detailed explanation of the financial changes that occurred which caused at least a 25% change in the household income. This change must have been in effect for at least eight weeks.

Some examples of a financial change would be unemployment, a new job that pays 25% less, a one-time distribution from a pension account, separation, divorce, or death of a spouse.

Step Six:

You must add supporting documentation which shows the financial change you encountered and a copy of your most recently filed tax returns.

After all required documents have been uploaded, the appeal will be reviewed by a committee. The processing time is up to two weeks.