



**Instructions for**  
**• REQUEST TO UPDATE FINANCIAL INFORMATION •**  
**2021-2022**

**Financial Aid & Scholarships**  
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If the 2019 financial information reported on the FAFSA does not reflect the current situation, students can request that their financial aid be determined based on updated information. Read through these instructions to find out if your situation fits the examples listed below and follow the instructions for submitting a request.

**CIRCUMSTANCES THAT WILL BE CONSIDERED**

- **Loss of income** - such as reduced wages or job loss  
*If the change occurred in 2021, a 2021 Tax Return will be required. While any financial aid changes will affect the entire aid year, the appeal will not be reviewed until after January 2022 once the 2021 taxes are completed.*
- **Separation or divorce** (*attach copy of divorce or legal separation papers*)
- **Death of parent or spouse** (*attach death certificate or obituary*)
- **Loss of untaxed income or benefits, such as child support**
- **One-time income in 2019** (*examples: inheritance, insurance settlement, IRA or pension distribution*)
- **Unusually high medical or dental expenses not covered by insurance**

**INSTRUCTIONS**

- STEP 1** Submit a typed and signed letter describing the unusual circumstances to the financial aid office. Give detailed information including dates. If you are a dependent student, both you and your parent must sign the letter.
- *NOTE: Appeals are determined after students have been initially awarded. If you were selected for verification, the verification documents must be submitted and reviewed before your request will be reviewed.*
- STEP 2** The financial aid officer will review the appeal and request supporting documentation.
- *Requested documentation may include tax documents and/or current wage and income statements.*
  - *If you request to update tax information to 2020 or 2021 amounts, a signed tax return must be submitted.*
  - *Students will be notified in their myInfo secure area with an Important Message.*
- STEP 3** Submit the requested documentation to the financial aid office.
- *All supporting documents should have the student's name and student ID clearly noted.*
  - *Please note that once the officer reviews your documentation, more information may be requested.*
- STEP 4** The financial aid officer will review the request and notify the student of the decision through the myInfo secure area.
- *Typically, decisions will be made after initial award information has been provided and will be reflected in a revised award letter.*
  - *Any adjustments made will affect aid eligibility for the entire academic year.*
  - *Any adjustments made are at the discretion of the Financial Aid Office and are reviewed on a case by case basis.*

**Please note** that while a change in financial circumstances may lower a student's Expected Financial Contribution (EFC), it may not result in a change to the student's financial aid award.

**TIMELINE**

Our first priority is to ensure that **all** MSUB students have received their first award offer prior to reviewing any income reduction requests. Requests will be reviewed in the order they are received, and only after all initial file reviews have been completed. Therefore, you may experience a significant delay from the date your request is submitted to the date it is reviewed. **Appeals for the 2021-2022 aid year will not be reviewed until after October 1<sup>st</sup>, 2021.**