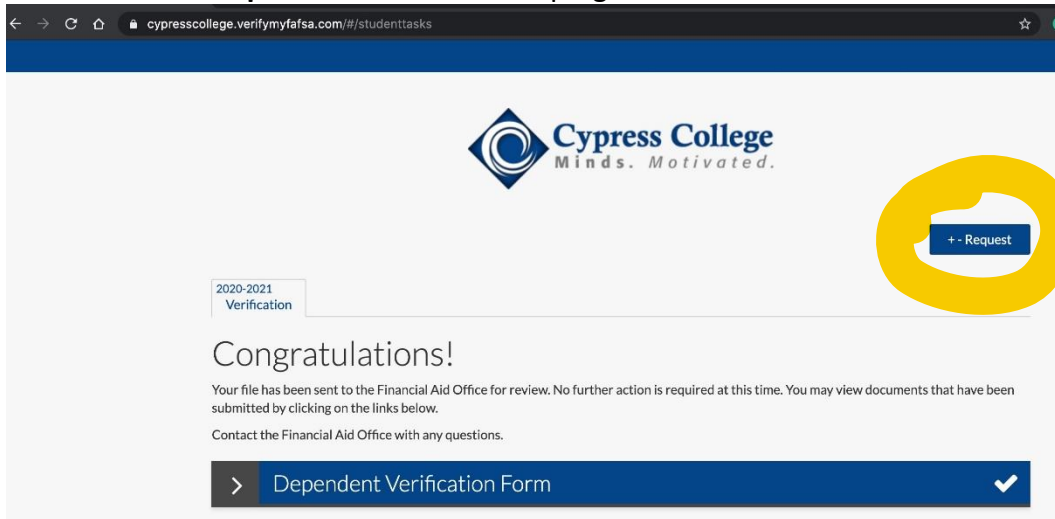
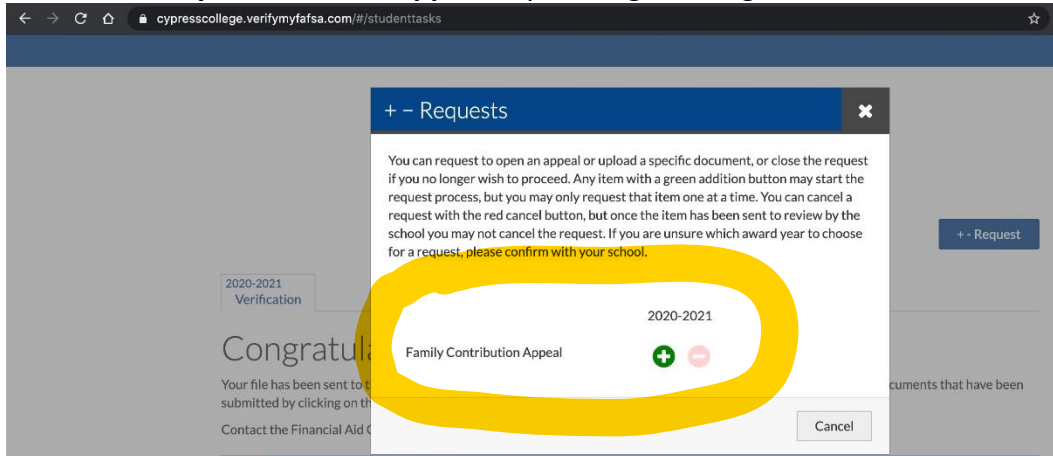


How to request an Expected Family Contribution (EFC) Appeal: ([Video tutorial here](#))

1. Log in at cypresscollege.verifymyfafsa.com (using your myGateway information).
2. Click the blue “Request” button on the top right-hand side.



3. Choose “Family Contribution Appeal” by clicking on the green + button.



4. Briefly explain your reason for request, such as “loss of employment” or “decrease in salary.” Then click submit.

The screenshot shows a web browser window with the URL cypresscollege.verifymyfafa.com/#/studenttasks. A modal window titled "+ - Requests" is open, displaying a form for a "Family Contribution Appeal--2020-2021". The form includes a description: "This Web Form allows you to request a change in the input data in the Expected Family Contribution (EFC) calculation due to unusual circumstances (such as loss of employment or decrease in pay). The Office of Financial Aid shall review your case upon successful completion and submission of the Web Form. Please contact the Office of Financial Aid for additional information or if you have questions." Below this is a text area labeled "Please explain your reason for this request." with a yellow highlight over the placeholder text "Enter your comments...". A red error message below the text area reads: "You must enter at least 3 characters in the comments field. Characters left: 255 / 255". At the bottom of the modal are "Go Back" and "Submit" buttons. In the background, a "2020-2021 Verification" tab is active, and a "Congratul..." message is partially visible.

5. You should now see the Appeal in your task window (it will be in its own tab). Click the gray “Fill Out” button to fill out the form.

The screenshot shows the main page of the appeal process. The browser URL is the same as in the previous image. At the top right is a "+ - Request" button. Below it, there are two tabs: "2020-2021 Verification" and "2020-2021 Family Contribution Appeal", with a red notification icon next to the second tab. The main heading is "Welcome!". Below this is a paragraph: "Below is the list of items the Financial Aid Office needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements. Contact the Financial Aid Office with any questions." A blue bar with a dropdown arrow contains the text "Dependent PJ Expected Family Contribution (EFC) Appeal". Below this bar is a message: "To continue with your Professional Judgement (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form." There are two blue bars: the first contains a chat icon and the text "test :)", and the second contains the text "Appeal Status: Open". Below these is a radio button labeled "PJ Expected Family Contribution (EFC) Appeal Web Form" which is selected. A yellow circle highlights a gray button labeled "Fill Out" with a document icon. At the bottom right is a "Submit" button.

6. **Select the special circumstance that applies to you.**

Click the continue button.

2020/2021 Dependent PJ EFC Appeal

Instructions
Demographics
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Statement
Review & Sign

Return to Student Tasks

Financial Special Circumstances

Below are the special circumstance(s) that have been chosen by your institution. Please only modify if you are absolutely certain of your changes.

- Financial change between 2018 and 2020 due to COVID-19.
- Financial changes between 2018 and 2019.
- High medical or educational expenses
- One time disbursement of 401K or investment funds
- Cost of attendance

Back Continue

7. **Provide a detailed statement that explains your change in income**

Be sure to click the button: “I will provide supporting documentation” at the bottom of your statement.

2020/2021 Dependent PJ EFC Appeal

Instructions
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Return to Student Tasks

Signed Statement Request

Instructions

Please provide a detailed statement that includes the following:

- Reason you are requesting a professional judgment*.
- Extenuating circumstances that qualify you to request a professional judgment.
- Dates that the extenuating circumstance occurred including date or expected date the extenuating circumstance ended.
- If professional judgment request is due to unusual expenses please be specific about the types of unusual expenses.
- Any additional information that would substantiate your extenuating circumstance.

*If your request is due to COVID-19 related changes, please provide the date that the change occurred, and please provide paystubs from at least the last 6 months (if unemployed during any of those months, please provide that in your statement and upload any proof of unemployment benefits you have received).

test :)

Required: enter your statement...

I will provide supporting documentation.

Back Continue

8. **Sign your form and click submit.** (If you are a dependent student, your parent will also need to sign).

This screenshot shows the E-Sign section of a web form. At the top right, there is a label "E-Sign PIN" and a link "Forgot your E-Sign PIN?". Below this is a yellow input field for the PIN. Underneath is a checkbox labeled "Opt out of E-Sign" with the word "NO" next to it. A blue button labeled "E-Sign" is circled in yellow. At the bottom left of this section is a "Back" button.

9. **Upload any documentation that helps support your case** (such as your most recent pay stubs, letter of last date of employment, and proof of any unemployment benefits received). **Click submit, and then click finish** to submit your appeal for review.

This screenshot shows the main interface of the "Dependent PJ Expected Family Contribution (EFC) Appeal" web form. At the top, there is a blue header with a dropdown arrow and the title "Dependent PJ Expected Family Contribution (EFC) Appeal". Below the header, there is a message: "To continue with your Professional Judgement (PJ) Expected Family Contribution (EFC) appeal you must complete the PJ Expected Family Contribution (EFC) Appeal web form." This is followed by a blue bar containing a chat icon and the text "test :)". Below that is another blue bar showing "Appeal Status: Open". A green checkmark icon is next to the text "PJ Expected Family Contribution (EFC) Appeal Web Form". To the right of this text is a "Fill Out" button. Below this is a table with two columns: "Download" and "Date Filled Out". The table contains one row with the file name "Dependent PJ Expected Family Contribution (EFC) Form.pdf" and the date "10/13/2020". Below the table, there is a red circle icon and a paragraph of text explaining the E-Sign process. To the right of this text is a "Request" button. Below the text is a yellow button labeled "Upload Supporting Documentation". To the right of this button is an "Upload" button, which is circled in yellow. At the bottom right of the form is a "Submit" button.

Download	Date Filled Out
Dependent PJ Expected Family Contribution (EFC) Form.pdf	10/13/2020