

myUHV ID: _____ First Name: _____ Last Name: _____

College: _____ Phone: _____ Email: _____

UNIVERSITY OF HOUSTON–VICTORIA

OFFICE OF STUDENT AFFAIRS

UHV Relief Fund Request (Harvey) & Hurricane Harvey Financial Reconsideration Appeal (FRA)

Your financial aid status will determine which sections of this form you must complete. Please check one of the three boxes below.

Students who have completed the Free Application for Federal Student Aid (FAFSA) and seek additional aid due to the storm must complete all steps (1, 2, 3, 4, 5 and 6).

Students who are eligible to complete the FAFSA (citizens and eligible non-citizens), but have not done so, should first complete the FAFSA at fafsa.ed.gov, in addition to completing all steps (1, 2, 3, 4, 5 and 6) of this form. Completing the FAFSA will allow the University to connect you with every type of funding available maximizing how we can assist you financially.

International students and TASFAA-eligible students should complete steps 1, 2, 3 and 6.

This form should be used to report changes to your household's financial situation that are a direct impact of Hurricane Harvey. **Print this form and complete all appropriate sections as indicated in the instructions above. Submit the completed form with all required supporting documentation:**

- via fax at 361-580-5544
- directly to the Office of Student Affairs at University North 214
- via e-mail to lambertj1@uhv.edu

Processing cannot begin until all required documentation is submitted.

STEP 1: Letter of explanation

- You must provide a detailed, typed, signed and dated letter supporting your request. If you are a dependent student, the letter must be signed by the student and at least one parent, unless your parent is physically unavailable to sign.

STEP 2: Type of loss or household expense

You will be required to attach the documentation indicated below. Additional documentation may be requested.

- Death of parent or spouse
 - Submit copy of police report, obituary and/or death certificate.
- Residence or business loss
 - Address of property loss

- Attach all possible documentation in the form of photographs and insurance and/or FEMA claims submitted
 - University of Houston-Victoria
Office of Student Affairs
3007 N. Ben Wilson, Victoria, TX 77901

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- Phone (361) 570-4290, Fax (361) 580-5544
- M-F 8am-5pm, www.uhv.edu/financial-aid
- Vehicle loss
 - Address/location where property loss occurred

 - Include the year, make and model of the vehicle in your letter of explanation (Step 1)
 - Attach all possible documentation in the form of photographs and insurance claims submitted
- Other property/personal belongings loss (computers medical equipment, books, clothing, etc.)
 - Address/location where property loss occurred

 - Include a description of the lost property in your letter of explanation (Step 1)
 - Attach all possible documentation in the form of photographs and insurance claims submitted
- Income loss
 - Submit documentation from employer of either temporary or permanent loss of income due to Hurricane Harvey. Documentation should identify the name of the business and the employee's position.
 - If temporary loss of income, documentation from employer must provide an estimated date of return to work. Please note: Temporary loss of income may result from either the short-term closure of the business or the need to take a leave of absence to address health or household concerns.
- Additional household expenses due Hurricane Harvey
 - Your letter of explanation (Step 1) should provide a complete description of any other type of losses or significant expenses incurred as a result of Hurricane Harvey. (For example, family or friends for whom your household is now paying more than 50% of their support, medical expenses in excess of 11% of adjusted gross income.)
 - You must also provide complete documentation to substantiate these expenses.

STEP 3: Actual and expected income information (sections A & B)

Please complete change of income chart. (Do not leave any blanks; enter zero where necessary)

Income Resources	ACTUAL 2015 Gross Income	ESTIMATED 2017 Gross Income
Income earned from work by father/stepfather (if dependent)		
Income earned from work by mother/stepmother (if dependent)		
Income earned from work by student		
Income earned from work by spouse of student (if applicable)		
Child support received		
Other taxable income (interest, pensions, unemployment, severance, etc.)		
Other untaxable income (workers compensation, housing allowance, etc.)		
Total:		

STEP 4: Documentation of year-to-date income

- All requests (death, property or income losses) must include documentation (paystubs or letters from employers, etc.) of year-to-date income for students and parents who are members of the student's household.
- **International and TASFAA-eligible students should skip this step.**

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STEP 5: Family information

Write the names of all family or household members living in your household between July 1, 2017 and June 30, 2018, AND who are receiving more than 50% of their support from you, your parents or your spouse. Include yourself, your parents (if dependent), or spouse (if applicable), any children or other people that the student's parents (if dependent) or the student (if independent) support. Also, write in the name of the college for any family member (excluding parents) who are currently attending at least half-time.

International and TASFAA-eligible students should skip this step.

Full Name	Age	Relationship to Student	College Attending
		Student/Self	University of Houston-Victoria

STEP 6: Certification Statement

Your signature on this document confirms your acknowledgement of the following:

- The information submitted for review is true and correct to the best of your knowledge.
- Providing false information or underestimating projected income may result in reduced eligibility, repayment of aid, or both.
- You have read each section, provided the required documentation, and understand that more documentation may be required for clarification.

Student Signature: _____ Phone or Email: _____ Date: _____

Spouse Signature

(if applicable): _____ Phone or Email: _____ Date: _____

Parent 1/Father/Stepfather Signature*

(if applicable): _____ Phone or Email: _____ Date: _____

Parent 2/Mother/Stepmother Signature*

(if applicable): _____ Phone or Email: _____ Date: _____

*Documents may be accepted without parental signatures if parents are physically unavailable to sign due to infirmity or distance.