



OFFICE OF SCHOLARSHIPS AND FINANCIAL AID
STUDENT SERVICE COURT, MOUNT PLEASANT, MI 48859
PHONE: TOLL FREE: 1-800-664-2681, Option # 2
FAX: (989) 774-3634

**ACTIVE MILITARY OR VETERAN - MILITARY BUDGET HOUSING ALLOWANCE
SPECIAL CIRCUMSTANCE APPEAL FORM
2011-2012**

Student Name

Campus ID Number

Student Social Security Number

Federal Regulations require schools to remove the housing component of the student budget for students **“living in housing located on a military base or housing for which they receive a military housing allowance (Basic Allowance for Housing or “BAH”)**”. This reduction applies to:

“Independent students who receive or whose spouse receives a military housing allowance (BAH) or who live on a military base; and

Dependent students who are living with parents who are receiving a military housing allowance (BAH) or who live on a military base”.

Appeals to the Military Budget Housing Allowance will be considered for the 2011-2012 Fall and Spring semesters for those students who have special circumstances as defined below. **Please review these appeal conditions and check only the one that pertains to you.** Be sure to provide the required documentation to support your appeal. Please note that any forms returned that are “incomplete” or missing the required documentation will not be reviewed for the appeal. **You must include your CMU ID and signature on each document and statement requested.**

_____ I am an active member of the U.S. Armed Forces who is currently living off-base but **not eligible** for the BAH. Please provide the following documentation:

- A statement from your Commanding (S1/G1) Officer confirming you reside off-base.
- A copy of a current Leave and Earnings Statement (LES). **Block out the social security number on your LES and write your CMU ID by your name.**
- A detailed statement indicating your current housing expense.
- A copy of your current monthly rental or mortgage agreement.

_____ I am an active member of the U.S. Armed Forces who currently lives off-base **receiving the BAH** but my family lives in a separate location therefore I incur an additional housing expense. Please provide the following documentation:

- A statement from your Commanding (S1/G1) Officer to confirm you are living separately from your family.
- A copy of a current Leave and Earnings Statement (LES). **Block out the social security number on your LES and write your CMU ID by your name.**
- A detailed statement indicating you and your family's current housing expense.
- A copy of current monthly rental or mortgage agreements for **both** residences.

_____ **I am a veteran** of the U.S. Armed Forces **receiving V.A. educational benefits for school that DO include housing**, however this assistance does not cover all of my families housing expense. Please provide the following information and documentation:

Indicate the Chapter under which you receive your educational benefits: _____.

Have you provided required documentation to the CMU Veterans Office or the Veterans Representative regarding your educational benefits? Yes _____ No _____

- A written statement regarding your current housing expense and what is provided by VA to assist with these expenses.
- A copy of your current monthly rental or mortgage agreement.

_____ **I am a veteran** of the U.S. Armed Forces **receiving V.A. educational benefits for school that DO NOT include a housing allowance**. Please provide the following information and documentation:

Indicate the Chapter under which you receive your educational benefits: _____.

Have you provided required documentation to the CMU Veterans Office or the Veterans Representative regarding your educational benefits? Yes _____ No _____

- A written statement confirming that you do not receive a housing allowance from the V.A. or any other military resource.

_____ **I am a veteran of the U.S. Armed Forces NOT receiving Federal Assistance for school or any sort of housing allowance from the military.** Please provide the documentation:

- A written statement confirming that you do not receive a housing allowance from the V.A. or any other military resource.

_____ **I have been honorably discharged from the military within the last month and WILL NOT receive a housing allowance for the current Academic Year 2011-12 (Fall 2011, Spring 2012 & Summer 2012).** A **signed copy** of your DD-214 (member #4) is required to confirm honorable discharge.

Carefully read and sign the following (your signature is required for processing):

Completing this information does not guarantee a change to your current financial aid eligibility.

If you have indicated you do not receive any type of military based housing allowance but begin receiving this benefit during the 2011-12 Academic Year you must report this change to the Off-Campus Programs Financial Aid Office as it may result in a change in your Federal Student Loan eligibility.

The Off-Campus Programs Financial Aid Office reserves the right to request additional documentation as considered necessary to make a final determination of this appeal. **Requests for additional documentation and questions will be made through the students cmich email account.**

- **Forms and documents must be FAXED or mailed to the address at the top of this form.**
- **Direct questions regarding this form and documentation requirements to Off-Campus Programs Financial Aid at 1-800-664-2681 option #2 or OCPFA@cmich.edu**
- **A decision on this appeal will be e-mailed to the student's CMU e-mail account in approximately 4 weeks.**
- **This request will be processed only if it is complete and received no later than February 1, 2012.**

I affirm that the information on this form and the attached documentation is correct and complete to the best of my knowledge. I certify that the Off-Campus Programs Financial Aid Office will be notified if circumstances change.

Student Signature

Date