



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

**SPOUSE OR DEPENDENT - 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 receives 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 item 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 the spouse or dependent of an active member of the U.S. Armed Forces. My spouse or parent lives on-base, is deployed, or resides off-base **receiving the BAH** but my family resides in a separate location and incurs an additional housing expense. Please provide the following documentation:

- A detailed statement indicating your family’s current housing expense and why your residence is separate from your spouse or parent.
- A copy of your current monthly rental or mortgage agreement.

In addition, the service member must provide these items unless they are currently deployed:

- A detailed statement from the active member spouse or parent who receives military housing or the BAH confirming a separation from the family and any costs incurred for housing.
 - A statement from their Commanding (S1/G1) Officer to confirm service members housing location.
 - A copy of their Leave and Earnings Statement (LES). **Block out the social security number on your spouse/parents LES and include your name and CMU ID at the top of the document.**
 - A copy of their current monthly rental or mortgage agreement if living off-base to confirm their housing costs.

_____ I am the spouse or dependent of an active member of the U.S. Armed Forces. My spouse or parent resides off-base but **DOES NOT** receive BAH.

- A detailed statement indicating your family’s current housing expense.
- A copy of your current monthly rental or mortgage agreement.

In addition the service member will need to provide:

- A statement from their Commanding (S1/G1) Officer to confirm service members housing location.
- A copy of their Leave and Earnings Statement (LES). **Block out the social security number on your spouse/parents LES and include your name and CMU ID at the top of the document.**

If your spouse or parent lives at a separate residence from (and not receiving the BAH) you we will also need:

- A copy of their current monthly rental or mortgage agreement to confirm separate housing costs.

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

Has your spouse/parent transferred their military educational benefits to you?
 Yes _____ No _____

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 expenses.
- A copy of your family's monthly VA benefit statement.
- A current monthly rental or mortgage agreement.

_____ **I am the spouse or dependent of a veteran** of the U.S. Armed Forces **who receives V.A. educational benefits that DO NOT include any sort of housing allowance.**

Please provide the following information and documentation:

Has your spouse/parent transferred their military educational benefits to you?

Yes _____ No _____

Indicate the VA Chapter under which you are eligible to receive 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 the spouse or dependent of a veteran** of the U.S. Armed Forces who is **NOT receiving V.A. educational benefits or any sort of housing allowance** from the military. Please provide the following documentation:

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

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 your active member spouse or parent does not receive any type of military based housing allowance but begins 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 e-mail 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