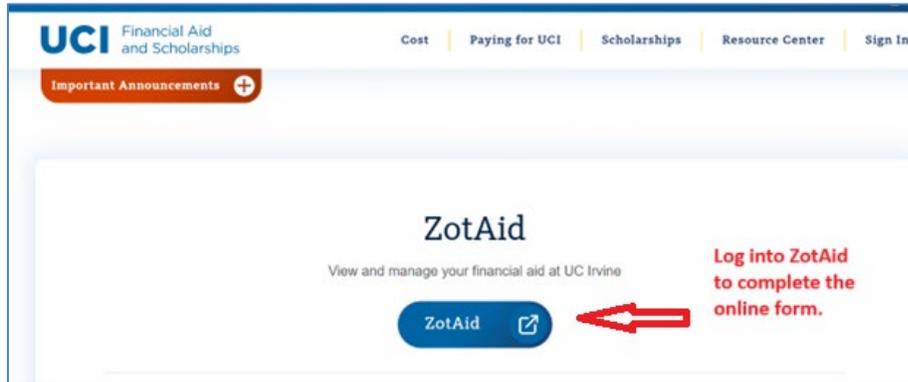
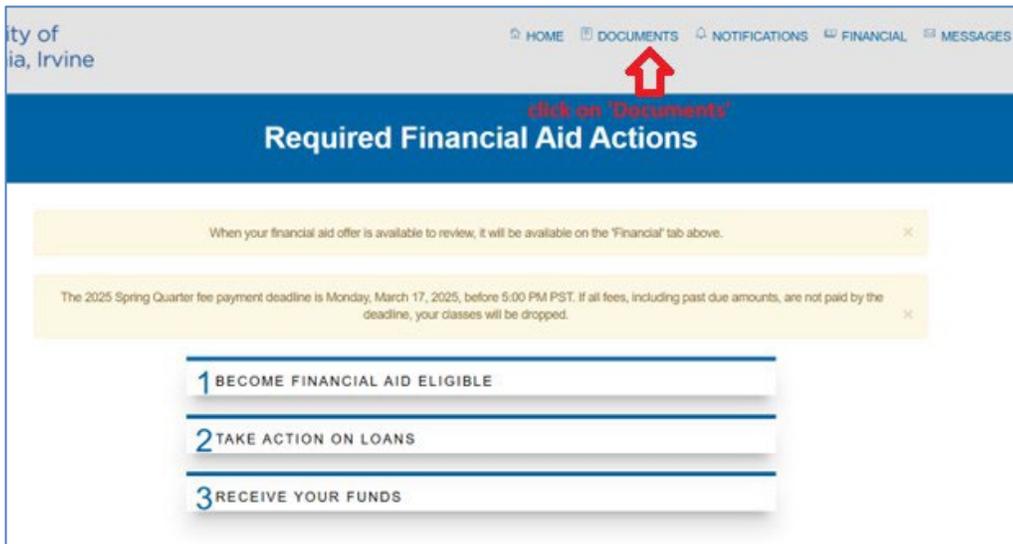


Instructions to submit your Special Circumstance Appeal

1. Log onto [ZotAid](#)



2. Go to Documents Tab



3. Select "upload a non requested document"

Documents

Documents that have been requested or received to process your financial aid are listed in this page. Please review any documents requiring your attention. You can also upload a non requested document.

There are no pending document requests at this time.

click on 'Upload a Non-Requested Document'

4. Follow these steps to submit a PARENT Special Circumstances SAI Adjustment Appeal:

- Select 'Special Circumstances Parent SAI A...'
- Select 'Parent'
- Select '2025-26' award year
- Complete the online form

Upload Documents
Upload a Non Requested Document

Document Name	Owner(s)	Award Year	File
Special Circumstance Parent SAI A 	Parent Parent Spouse Student Student Spouse 	2025-2026 	<input type="text"/> <small>Only PDF, JPEG</small>

Enter Document Data

I am requesting for a re-evaluation due to financial changes between 2024 and 2025 year. *

I am requesting for a re-evaluation due to high medical or educational expenses *

5. Follow these steps to submit a STUDENT Special Circumstances SAI Adjustment Appeal:

- Select 'Special Circumstances Student SAI A...'
- Select 'Student'
- Select '2025-26' award year
- Complete the online form

The screenshot shows the 'Upload Documents' interface. At the top, a blue header contains the text 'Upload Documents' and 'Upload a Non Requested Document'. Below this is a table with four columns: 'Document Name', 'Owner(s)', 'Award Year', and 'File'. The first row contains the following data: 'Special Circumstance Student SAI.', a dropdown menu with 'Student' selected, '2025-2026', and a file upload button. Red arrows point to the 'Special Circumstance Student SAI.' text, the 'Student' option in the dropdown, and the '2025-2026' text. Below the table is a section titled 'Enter Document Data' with two radio button options. The first option is 'I am requesting for a re-evaluation due to financial changes between 2024 and 2025 year. *' with a 'Select One' dropdown below it. The second option is 'I am requesting for a re-evaluation due to high medical or educational expenses *' with a 'Select One' dropdown below it. A large red arrow points from the right towards the first radio button option.

Document Name	Owner(s)	Award Year	File
Special Circumstance Student SAI.	Parent Parent Spouse Student Student Spouse	2025-2026	<input type="checkbox"/> Only F

Enter Document Data

I am requesting for a re-evaluation due to financial changes between 2024 and 2025 year. *

Select One

I am requesting for a re-evaluation due to high medical or educational expenses *

Select One