Dear Student,

Federal guidelines require the Financial Aid Office at Avila University to document how a student supports themselves when an unusually low income has been reported on the FAFSA. Please respond on the back of this request with a detailed statement explaining, in writing, how you meet the daily expenses for yourself and your family, including housing, utilities, clothing, food, and medical expenses. You must include the source from which you obtained the means to cover the expense. Also, please include information of how you will be supporting yourself during the 2019-2020 school year (July 1, 2019 - June 30, 2020). The following are examples of items which could be included in your letter:

- Cash Assistance Benefits (TANF or other welfare benefits)
- Social Security or Supplemental Security Income
- Worker’s Compensation
- Child Support received
- Veteran’s Non-Educational Benefits
- Retirement Benefits
- Medicaid/Medicare
- Cash paid on your behalf
- Food Stamps
- Medicaid
- HUD

Please submit this statement to the office as soon as possible so that we can continue processing your aid. Your file is incomplete without this information. If you have questions, you can contact the office at 816.501.3600 or via email at sfs@avila.edu.

Sincerely,

Student Financial Services Office
Avila University
11901 Wornall Road
Kansas City, MO 64145
Fax: 816.501.2462
Phone: 816.501.3600
Name: _______________________________ Student ID: _______________________________

If you need more space, please attach a separate sheet.

Signature __________________________ Date __________