

## Special Circumstance Appeals in the Bruin Financial Aid Portal

### Overview

This guide informs you how submit a special circumstance appeal for additional aid consideration in the Bruin Financial Aid Portal.

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- [Obtain Help](#)

### Submitting a Special Circumstances Appeal in the Bruin Financial Aid Portal

If you or your custodial parents have been adversely affected by extraordinary circumstances, that have reduced your ability to pay for college expenses, and-or if our estimate of your basic financial aid budget is not reflective of your educational expenses, the UCLA Financial Aid Office may review those circumstances to consider changes to your available financial aid.

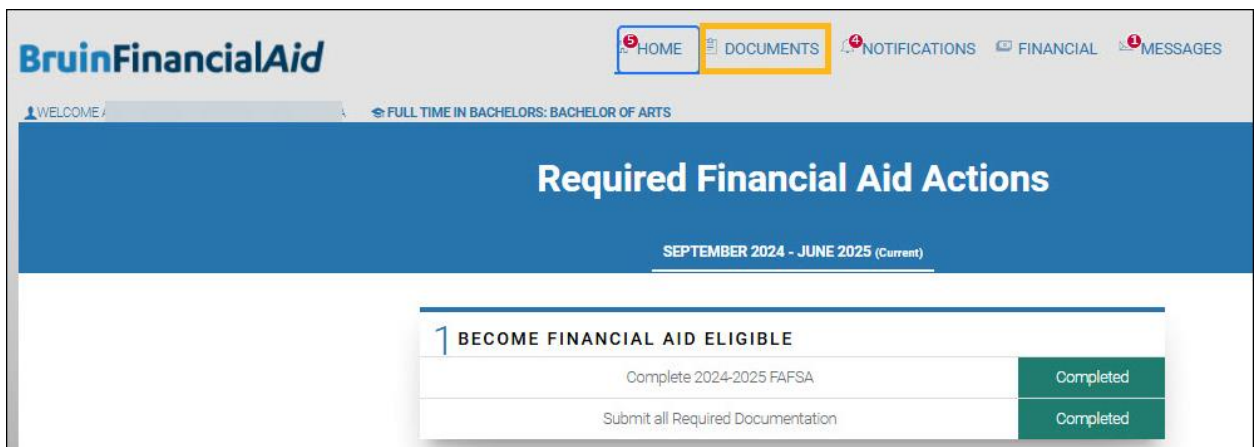
Examples of appeals that may reduce your SAI include:

- Divorce or separation
- Death or disability of a wage earner
- Loss of employment or reduction in income
- Parents' out of pocket medical or dental expenses
- Cost of elder care that is not covered by insurance
- Sibling's private education if necessary due to a learning or a physical disability
- Loss of assets resulting from a natural disaster

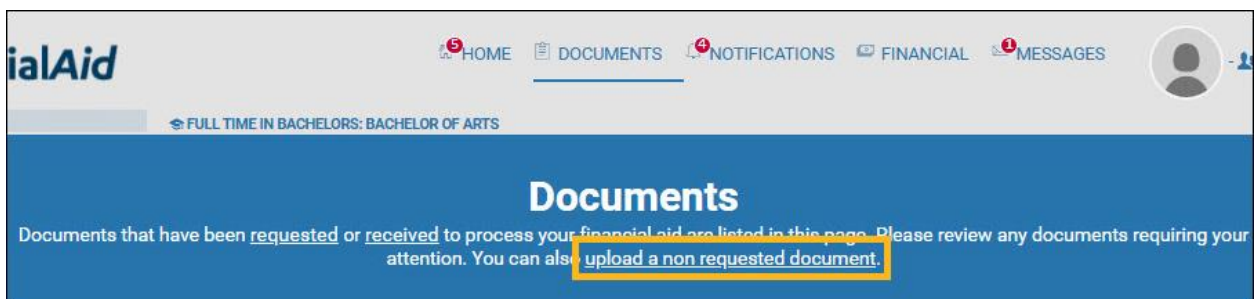
Examples of appeals that may increase your Cost of Attendance include:

- Student's childcare costs
- Out of pocket medical or dental expenses
- Special project expenses
- A computer purchase
- Atypical rent expenses
- Some travel expenses

1. To submit a professional judgment, from the homepage, click the **DOCUMENTS** tab.



2. Select the **upload a non-requested document** link from the top header bar.



3. In the **Document Name?** field, select your appeal reason. Select:

- Projected Year Income Appeal when your income or your parents' income changes.
- Budget Increase Form to request an increase of your Cost of Attendance to cover additional educational expenses.
- Special Circumstances Appeal for the financial aid office to evaluate other special circumstances not related to loss of income.
- Housing Adjustment appeal to update your housing status while enrolled.
- Late FAFSA or Dream Act application if extenuating circumstances prevented you from applying on time.

The screenshot shows the 'Upload Documents' interface with the title 'Upload Documents' and subtitle 'Upload a Non Requested Document'. Below the header is a table with columns 'Document Name', 'Owner(s)', and 'Award Year'. A dropdown menu is open for the 'Document Name?' field, displaying a list of document types. The dropdown is highlighted with a yellow border. The list includes:

- Appeal: Budget Increase Form
- Appeal: Housing Adjustment
- Appeal: Independent Status
- Appeal: Late FAFSA or Dream Act Application
- Appeal: Projected Year Income Appeal
- Appeal: SAP Appeals Request
- Appeal: Special Circumstance
- Application: Summer Cross Campus
- Citizenship Documentation: Alien Registration Card
- Citizenship Documentation: Birth Certificate
- Citizenship Documentation: Proof of Eligible Noncitizen Status
- Citizenship Documentation: Proof of U.S. Citizenship
- Citizenship Documentation: U.S. Birth Certificate

4. Select an **Owner(s)** and **Award Year**. Then click the **Download** button to display the appeal form that you will need to submit or important instructions for how to complete the process. Ensure that you read the instructions, complete the appeal form if required, and have your supporting documentation ready.

The screenshot shows a web interface for downloading an appeal form. At the top, there are four columns: 'Document Name', 'Owner(s)', 'Award Year', and 'File'. The 'Document Name' field contains 'Appeal: Budget Increase Form'. The 'Owner(s)' dropdown menu is open, showing options: 'Parent', 'Parent Spouse', 'Student' (which is highlighted), and 'Student Spouse'. The 'Award Year' field contains '2024-2025'. The 'File' field has a 'CHOOSE A FILE' button and a note: 'Only PDF, JPEG, GIF and PNG files with max size of 50MB.' Below this, there is a section titled 'Appeal: Budget Increase Form' with instructions: 'Please download this file and fill in the requested details directly into the document form. Once completed, upload the file to submit the requested document to continue processing your financial aid verification.' A 'DOWNLOAD' button is located at the bottom of this section. In this screenshot, the 'Owner(s)' dropdown and the 'Award Year' field are highlighted with a yellow border.

5. When you're ready to submit your appeal, click **Choose a File** to upload your appeal and-or supporting documentation, and enter other document data if required.

This screenshot is identical to the one above, showing the same web interface for downloading an appeal form. However, in this version, the 'CHOOSE A FILE' button in the 'File' field is highlighted with a yellow border, indicating the next step in the process.

6. Scroll down.
7. In the **Enter Document Data** section, enter the **Type of Allowance**, the **Requested Amount**, and the **Date the expense was incurred**.

The screenshot shows the 'Enter Document Data' form with the following fields highlighted in a yellow box:

- Type of Allowance \***: Computer Purchase
- Requested Amount \***: 2000
- Date expense was incurred (if you have more than 1 request, this date MUST BE UNIQUE for each) \***: 01-17-2025

The background shows a preview of a '2024-25 BUDGET INCREASE REQUEST' form from UCLA Financial Aid and Scholarships.

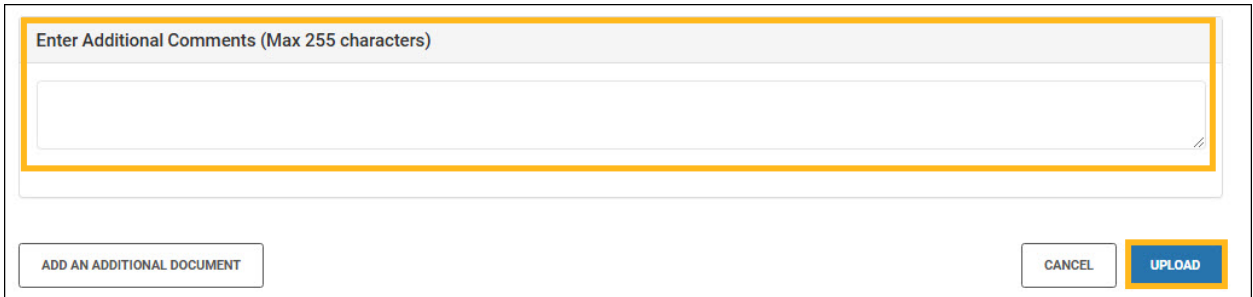
8. Select **"I agree"** to the following statement **"You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities."**

The screenshot shows the 'Enter Document Data' form with the following fields highlighted in a yellow box:

- You certify that all of the information you provided is true and complete to the best of your knowledge. If you purposely give false or misleading information, you may be subject to criminal prosecution by federal or state authorities. \***
- I agree

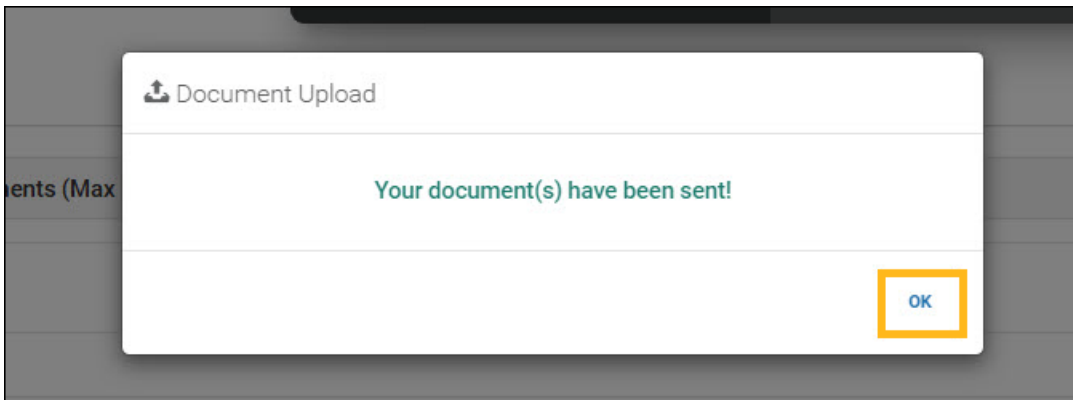
The background shows a preview of a '2024-25 BUDGET INCREASE REQUEST' form from UCLA Financial Aid and Scholarships.

9. Scroll down.
10. You have the option to enter additional comments. Complete the process by clicking **Upload**.

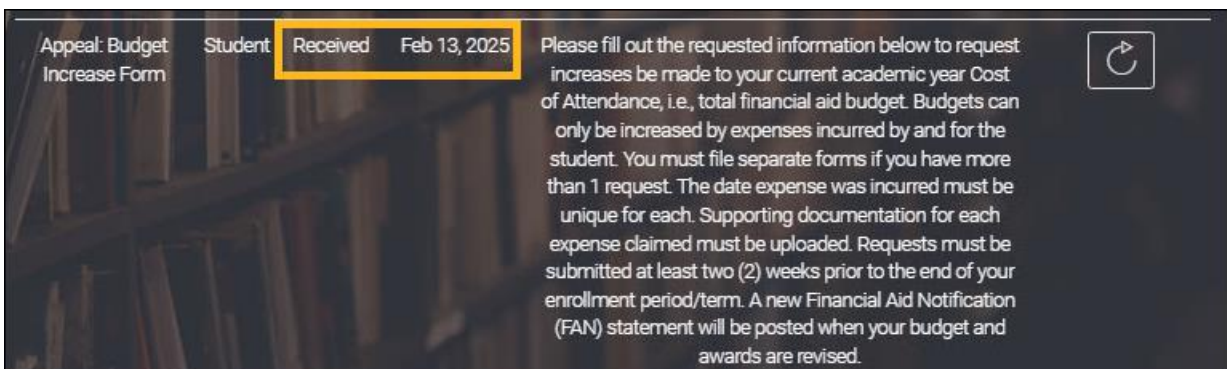


The screenshot shows a form for uploading a document. At the top, there is a text input field with the placeholder text "Enter Additional Comments (Max 255 characters)". Below this field is a large empty rectangular box. At the bottom of the form, there are three buttons: "ADD AN ADDITIONAL DOCUMENT" on the left, "CANCEL" in the middle, and "UPLOAD" on the right. The "UPLOAD" button is highlighted with a yellow border.

11. A pop-up box will appear confirming that your document(s) have been sent. Click **OK** to close the box and return to the **Documents** page.



12. The appeal you submitted is displayed with **Received** status and the submission date. The status will be updated when your appeal is either approved or rejected.



## Obtain Help

To obtain help please contact your [financial aid office](#) for assistance.