

2024-2025 Special Circumstance Form

Student's Name:	Student ID#:
-----------------	--------------

As set forth by the United States Department of Education, though this is not an exhaustive list, the following items can be considered to determine if a student is eligible for additional financial aid. However, this process will require that we make corrections to your Student Aid Report (SAR). In rare cases it may cause the Student Aid Index (SAI) to increase, thus resulting in a loss of aid. You must submit proof of your circumstances.

- ALL SPECIAL CIRCUMSTANCE REQUESTS MUST INCLUDE:**
- 1) An attached sheet of paper with a detailed description of your family circumstances and explain what it is that you would like our office to consider (*sheet must be signed and dated*).
 - 2) 2022 IRS Tax Return Transcript OR signed copy of federal tax return, including tax schedules
 - 3) Copies of all W-2 and/or 1099 forms from 2022 & 2023 years
 - 4) Proof of your circumstance(s). See below for the general list of acceptable documents.

Circumstance	Acceptable Documents
<ul style="list-style-type: none"> • Job loss or work hours/income reduction 	<ul style="list-style-type: none"> • Separation papers from employer that state last day of employment (or date of work hours/income reduced) • Copy of final paystub from former employer showing total Year-To-Date income earned • Documentation of severance pay, or vacation or other benefits payout from former employer. • Copy of most recent current year pay stub from current employer (if applicable) both parents, or student/spouse • Documentation from unemployment agency detailing for amount of benefits. Or include why you do not qualify for unemployment.
<ul style="list-style-type: none"> • Retirement 	<ul style="list-style-type: none"> • Statement of retirement that states when and how much your pension will be
<ul style="list-style-type: none"> • Disability 	<ul style="list-style-type: none"> • Court/medical documents of disability
<ul style="list-style-type: none"> • Death of parent 	<ul style="list-style-type: none"> • Death Certificate
<ul style="list-style-type: none"> • Divorce or separation 	<ul style="list-style-type: none"> • Divorce/separation papers
<ul style="list-style-type: none"> • Tuition cost for dependent children attending private elementary/secondary school 	<ul style="list-style-type: none"> • Tuition bills
<ul style="list-style-type: none"> • Unusual medical or dental expenses not covered by insurance 	<ul style="list-style-type: none"> • Paid medical or dental receipts not reported on Schedule A of your taxes • Documentation of insurance deductible
<ul style="list-style-type: none"> • Loss of untaxed income (i.e. social security, court ordered child support, ADC, unemployment or workmen's compensation benefits, etc.) 	<ul style="list-style-type: none"> • Official documents from the appropriate agency proving loss of untaxed income
<ul style="list-style-type: none"> • Parent enrolled in college degree/certificate program 	<ul style="list-style-type: none"> • Verification of enrollment from the school's registration office confirming parent at least half-time (6 credits) enrolled in a degree seeking program.

Follow-up requests for additional documentation may be expected by the student/family submitting this request if deemed necessary by our office to fully capture a comprehensive review of the family's circumstances.

CERTIFICATION: All of the information provided by me, or any other person, on or attached to this form request is true and complete to the best of my (our) knowledge. If asked by an authorized official, I (we) agree to give proof of the information that I (we) have given on and attached to this form. I understand if I am allowed special consideration, the additional award(s) I **may** receive will be for the current academic year only, and will not carry over into following years.

Parent/Contributor 1 Signature	Date	Parent/Contributor 2 Signature	Date
Student's Signature	Date	Spouse's Signature	Date

WARNING: Per federal regulation if you purposely give false or misleading information on this worksheet you may be fined, be sentenced to jail, or both