

2024-25 Special Circumstance Form

Student 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 FAFSA Submission Summary (FSS) 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 statement with a detailed description of your family circumstances, including all relevant dates and amounts. Please explain how this information differs from the information submitted on your FAFSA. (*statement 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 2023 & 2024 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 of Parent & Birth Certificate of student
<ul style="list-style-type: none"> • Divorce or separation 	<ul style="list-style-type: none"> • Divorce/separation papers
<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

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 _____

****SIGNATURES MUST BE HANDWRITTEN****

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