



2020-2021 SPECIAL CIRCUMSTANCES REQUEST
Financial Aid Office

Student Information

Last Name: _____ First Name: _____ MI: _____

Address: _____ City, State, Zip: _____

Email Address: _____ Phone: _____

The Financial Aid Office understands that the family's ability to contribute toward 2020-2021 academic expenses may change since the time of filing the Free Application for Federal Student Aid (FAFSA). This form will allow you to explain any circumstances that you feel may affect your ability to cover your educational costs.

Attach supporting documentation with dollar amounts and clear explanations. We cannot process this appeal without specific details regarding your special circumstances or without appropriate supporting documentation. Families with an Expected Family Contribution (EFC) of \$0 will not be reviewed for Special Circumstances. Appeals are reviewed by a committee process and are handled on a case-by-case basis, with the judgment of the administrator serving as the final decision. Requests may be denied for other reasons such as excessive requests, progress toward degree completion, or excessive student loan debt.

Please specify the family member and their relationship to you, the student, that experienced the unusual circumstance:

Name: _____

Relationship: _____



Check the appropriate box or all boxes that pertain to the circumstance(s) which best describes your situation.

Special Circumstance	Documents Needed and Checklist
<p>Loss of Employment (Employed in 2019 and have been unemployed in 2019)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none">• Personal statement explaining circumstance• Signed 2019 Federal Tax Return• Schedule(s) C, F, & 1099s• Letter of Separation from Employer(s)• Severance package (if applicable)• 2019 Unemployment Benefits Statement• Most recent pay stubs
<p>Reduction of Income (Income is less than reported on 2019 Tax Return)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none">• Personal statement explaining circumstance• Signed 2019 Federal Tax Return• Schedule(s) C, F, & 1099s• Letter(s) from your current employer(s) estimating your 2019 adjusted gross income• Current pay stub(s)
<p>Divorced/Separated (Only if marital status changed since filing 2020-2021 FAFSA)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none">• Signed 2019 Federal Tax Return• Schedule(s) C, F, & 1099s• Copy of Divorce Decree (if divorced) or• Documentation of separate households (ie. Utility bill, cell phone bill, housing lease)
<p>Reduction Due to Death of Parent or Spouse</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none">• Signed 2019 Federal Tax Return• Schedule(s) C, F, & 1099s• Copy of Death Certificate or Obituary
<p>Healthcare Expenses (If expenses in 2019 not reimbursed by your insurance exceeds 11% of family's 2019 AGI)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none">• Personal statement explaining circumstance• Signed 2019 Federal Tax Return• Schedule(s) C, F, & 1099s• 2019 W-2(s) – parent and/or student• 2019 Paid Receipts or• 2019 Cancelled checks or 2019 Schedule A



<p>Elementary/Secondary Tuition Expenses (If expenses in 2019 not reimbursed by your insurance exceed 10% of family's 2019 AGI)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> • Personal statement explaining circumstance • Signed 2019 Federal Tax Return • Schedule(s) C, F, & 1099s • Attach statement from private school indicating student(s) name, relationship to student and list of exact charges incurred and payments made in 2019.
<p>Reduction or Loss of Untaxed Income and/or Benefits</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> • Personal statement explaining circumstance • Signed 2019 Federal Tax Return • Schedule(s) C, F, & 1099s • Attach supporting documentation from the resource describing the benefit, timeline received, reason it is no longer available, ending date and monthly amount received.
<p>Other</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> • Personal statement explaining circumstance • Signed 2019 Federal Tax Return • Schedule(s) C, F, & 1099s • 2019 W-2(s) – parent and/or student • Attach appropriate supporting documentation.

I agree to allow the financial aid administrator to review my information to determine if my request can be accommodated. I further understand that I may be asked for additional information or that my request can be partially or completely denied. I understand that if this form is incomplete or lacks the required documentation, no action will be taken. **Your request for special circumstance cannot be processed until your original 2020-2021 FAFSA has been completed and verified. Please allow up to two to three weeks of processing once all required documentation has been received.**

Signatures:

Student

Date

Parent (If dependent/applicable)

Date