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## 2018-2019 SPECIAL CIRCUMSTANCES REQUEST

### Financial Aid Office

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#### 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 2018-2019 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: \_\_\_\_\_

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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><b>Loss of Employment</b> (Employed in 2016 and have been unemployed in 2017)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> <li>• Personal statement explaining circumstance</li> <li>• Signed 2016 Federal Tax Return</li> <li>• Schedule(s) C, F, &amp; 1099s</li> <li>• Letter of Separation from Employer(s)</li> <li>• Severance package (if applicable)</li> <li>• 2017 Unemployment Benefits Statement</li> <li>• Most recent pay stubs</li> </ul>
<p><b>Reduction of Income</b> (Income is less than reported on 2016 Tax Return)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> <li>• Personal statement explaining circumstance</li> <li>• Signed 2016 Federal Tax Return</li> <li>• Schedule(s) C, F, &amp; 1099s</li> <li>• Letter(s) from your current employer(s) estimating your 2017 adjusted gross income</li> <li>• Current pay stub(s)</li> </ul>
<p><b>Divorced/Separated</b> (Only if marital status changed since filing 2018-2019 FAFSA)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> <li>• Signed 2016 Federal Tax Return</li> <li>• Schedule(s) C, F, &amp; 1099s</li> <li>• Copy of Divorce Decree (if divorced) or</li> <li>• Documentation of separate households (ie. Utility bill, cell phone bill, housing lease)</li> </ul>
<p><b>Reduction Due to Death of Parent or Spouse</b></p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> <li>• Signed 2016 Federal Tax Return</li> <li>• Schedule(s) C, F, &amp; 1099s</li> <li>• Copy of Death Certificate or Obituary</li> </ul>
<p><b>Healthcare Expenses</b> (If expenses in 2017 not reimbursed by your insurance exceeds 11% of family's 2016 AGI)</p> <p><input type="checkbox"/> Check this box if this best describes your circumstance</p>	<ul style="list-style-type: none"> <li>• Personal statement explaining circumstance</li> <li>• Signed 2016 Federal Tax Return</li> <li>• Schedule(s) C, F, &amp; 1099s</li> <li>• 2016 W-2(s) – parent and/or student</li> <li>• 2017 Paid Receipts or</li> <li>• 2017 Cancelled checks or 2017 Schedule A</li> </ul>

