

2019-2020 Request for Consideration of Special Circumstances

Student Name: _____

ID: _____

Sometimes families experience special circumstances which merit recalculation of their financial aid eligibility based on the 2018 or 2019 information rather than the federally required 2017 information. This form is designed to document those situations for review by the Office of Financial Aid. Please be advised that all professional judgment appeal decisions are final.

Instructions:

To request a review of your extenuating financial circumstances

1. Complete and send 2019-2020 FAFSA application.
2. Complete and submit this *Special Circumstance Form* to the Financial Aid Office.
3. Complete and submit 2019-2020 *Dependent Student Verification Worksheet*, if you are a dependent student.
4. Complete and submit the 2019-2020 *Independent Student Verification Worksheet*, if you are an independent student.
5. Submit a signed copy of parents' 2017 federal tax return, if you are a dependent student.
6. Submit signed copy of students'/spouses' (if married) 2017 federal tax return, if you are an independent student or a signed copy of student's income 2017 federal tax return, if you are a dependent student .

Circumstances:

Please check [] the box beside the circumstances that apply to your situation and submit the necessary paperwork.

- [] **Separation from Employment due to Layoff, Termination, or Disability for at least 10 weeks in 2017 or 2018.**
 - * Letter from employer on company's letterhead including last date of employment
 - * Unemployment benefits determination document
 - * Documentation of year-to-date income for 2019 (last pay stub, severance pay, SSI benefits) and a signed copy of your 2018 federal tax return
- [] **Excessive non-reimbursed medical and/or dental expenses**
 - * Documentation of non-reimbursed medical and/or dental expenses
 - * Canceled checks verifying payments made in 2018
 - * Signed Copy of Schedule A from 2017 Federal Income Tax Return
- [] **Loss or Reduction of Untaxed Income Source (disability benefits, welfare benefits, child support)**
 - * Copy of Notification of benefits reduction/termination, including the effective date
 - * Documentation of 2019 expected benefits
 - * Documentation of 2019 year-to-date income (taxable and non-taxable)
- [] **Separation or Divorce which occurred after applying for financial aid**
 - * Copy of court order, final divorce decree or legal separation agreement
- [] **Death of a parent (or spouse) which occurred after applying for financial aid**
 - * Copy of death certificate
- [] **Other Unusual Circumstances**
 - * A signed, dated letter explaining the situation
 - * Any additional documentation you want the Financial Aid Administrator to consider
- [] **One-Time Income and/or One-Time Difference in Earnings between 2017 vs 2018**
 - * A signed, dated letter explaining the situation
 - * A signed copy of your 2018 Federal Tax Return

(Continued On Reverse Side)

