

2021-2022 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 2020 or 2021 information rather than the federally required 2019 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 2021-2022 FAFSA application.
2. Complete and submit this *Special Circumstance Form* to the Financial Aid Office.
3. Complete and submit 2021-2022 *Dependent Student Verification Worksheet*, if you are a dependent student.
4. Complete and submit the 2021-2022 *Independent Student Verification Worksheet*, if you are an independent student.
5. Submit a signed copy of parents' 2019 federal tax return, if you are a dependent student.
6. Submit signed copy of students'/spouses' (if married) 2019 federal tax return, if you are an independent student or a signed copy of student's income 2019 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 in 2019 or 2020.**
 - * Letter from employer on company's letterhead including last date of employment
 - * Unemployment benefits determination document
 - * Documentation of year-to-date income for 2021 (last pay stub, severance pay, SSI benefits) and a signed copy of your 2020 federal tax return
- [] **Excessive non-reimbursed medical and/or dental expenses**
 - * Summary of non-reimbursed medical and/or dental expenses
 - * Statement from physician's office
 - * Signed Copy of Schedule A from 2019 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 2021 expected benefits
 - * Documentation of 2021 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 and 2019 W2s
- [] **Death of a parent (or spouse) which occurred after applying for financial aid**
 - * Copy of death certificate and 2019 W2s
- [] **Other Unusual Circumstances or COVID-19 (Please Circle)**
 - * 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 2019 vs 2020**
 - * A signed, dated letter explaining the situation
 - * A signed copy of your 2020 Federal Tax Return

(Continued On Reverse Side)

