



Office of Financial Aid

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Student Name (Last, First)	Student ID Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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2023-2024 Special Circumstances Form (Independent)

The Office of Financial Aid understands that your ability to contribute toward 2023-24 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 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.**

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>You and/or your spouse were employed in 2021 and have been unemployed in 2023.</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Student and Spouse 2021 W-2(s) ○ Letter(s) of Separation from Employer(s) ○ 2023 Unemployment Benefits Statement (if applicable) ○ Most recent pay stub(s)
<p>You and/or your spouse are receiving less pay in 2023.</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Student and spouse 2021 W-2(s) ○ Letter(s) from current employer(s) estimating 2023 adjusted gross income ○ Current pay stub(s)
<p>Since you have applied for financial aid for the 2023-24 academic year you have become separated or divorced.</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Student and spouse 2021 Federal Tax Transcript ○ Student and spouse 2021 W-2(s) ○ Copy of Divorce Decree (if divorced) or ○ Documentation of current separate households (i.e. utility bill, cell phone bill, housing lease)
<p>Since you have applied for financial aid for the 2023-24 academic year your spouse has died.</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Student and spouse 2021 W-2(s) ○ Copy of Death Certificate or ○ Copy of Obituary

Special Circumstance	Documents Needed and Checklist
<p>You and/or your spouse had/have medical and dental expenses in 2020 not reimbursed by your insurance (must exceed 11% of the Income Protection Allowance).</p> <p style="text-align: center;">_____</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ 2021 Paid Receipts or ○ 2021 Canceled checks <p>Please note: This does not include unpaid debts incurred or expenses that are paid by insurance.</p>
<p>You and/or your spouse received unemployment or some untaxed income in 2021 but will no longer receive the benefit in 2023.</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ Statement from Unemployment Office stating benefits have ended or ○ Official Statement stating untaxed income is no longer received or ○ Letter on letterhead documenting the benefit loss or ○ Signed 2023 Federal Tax Return (include all schedules, if applicable) and 2023 W-2(s)
<p>Other: If none of the above circumstances applies to your situation, please attach a signed statement explaining your circumstances.</p> <p><input type="checkbox"/> Check this box if this best describes to your circumstance</p>	<ul style="list-style-type: none"> ○ Personal statement explaining circumstance ○ 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 23-24 FAFSA has been completed and verified. Please allow up to six weeks of processing once all required documentation has been received.**

Signatures:

Student

Date

Dates to Consider:

- All 2023 – 2024 Special Circumstance documents must be received by March 1, 2024 to be considered
- All additional requested documents must be received by April 1, 2024 to be considered