

2017-18 Request for Special Circumstances

According to federal laws and regulations, a family's 2015 income is used to assess financial need for the 2017-18 school year through completing the FAFSA. If a family's 2017 income will be lower due to special circumstances, the financial aid administrator may be able to use 2017 expected income to assess financial need. If the financial aid administrators review of your special circumstances establishes that you are eligible to receive additional federal aid, your award will be modified accordingly.

This form is to be completed only by the parents of dependent students, or independent students and/or their spouse. If you are unsure as to the completeness of your documentation or if you need clarification on any of the above, please speak to a financial aid representative **prior** to submitting any documentation. Below is a list of documentation you will need to provide.

By completing this form you are requesting that a financial aid professional review your circumstances and make changes to your FAFSA. You will receive notification that changes have been made to your FAFSA from the Central Processing Center. **Please DO NOT go in and make alterations to your FAFSA after changes have been made by a financial aid professional.**

Name: _____ Student ID: _____

You are **required to submit a typed (or written) statement** specifically explaining why you are requesting a review of your circumstances. This statement should include the following:

- Detailed reason(s) you are seeking a review of your eligibility (i.e. company layoffs, reduction in work hours, one time income payment, etc.)
- Date your unemployment benefits began (if applicable)
- Amount of unemployment benefits received weekly (if applicable)
- Expected date unemployment benefits will end (if applicable)

Also, you must provide **signed copies** of your **2015 tax transcript (You can call the IRS at 1-800-908-9946 to receive a transcript) or use the Data Retrieval Tool on the FAFSA, all 2015 W2's, and the 2017-2018 Verification Signature Page.** In addition, you must submit **all** of the documents listed below for your applicable circumstance. Generally, only one of the circumstances below may apply to you; however if more than one applies please provide all the required documentation:

Unemployed

- Copy of your last pay stub to verify income earned as of the date of separation
- Record of unemployment benefits received (if applicable)
- Statement of source and amount of expected 2017 income

Unemployed (continued)

- Letter from employer (or documentation from local unemployment office) stating separation date

Are you currently employed or do you plan to work between now and December 31, 2017?
_____ Yes _____ No

If currently employed, please submit recent paycheck stub.

Reduced Work Hours

- Letter on employer letterhead stating the date the reduced hours began, the number of hours worked per week and a copy of your most recent pay stub as a result of the reduced hours.
- Copy of your last full time pay stub showing 2016/2017 income earned before the reduction.
- Written statement as to whatever the circumstances for the reduction in work hours.

Medical

- Copy of the itemized billing statement from your medical provider indicating medical expenses **paid out of pocket** by you in 2016/2017.

Separation/Divorce

- Copy of petitioner's 2016 W2s
- Copy of divorce petition or decree
- Letter from your attorney indicating the date of separation

Loss of Nontaxable Income

- Copy of nontaxable income source and date this source of nontaxable income will terminate or was terminated

One-time Income

(Inheritance, back year(s) Social Security payments, lump sum retirement, severance pay or IRA distribution)

- Written statement as to the source of income and how these funds were spent or invested and are not now available.

Death of Parent/Spouse

- Copy of death certificate

Marriage or Divorce

- Copy of Marriage License or Divorce Decree
- Copy of spouses IRS Tax Transcripts (if filed jointly, then W-2s will be needed to separate income)

**Failure to provide complete and detailed information will delay the process
and/or automatically deny your request.**

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