



Black Ink Only

The Special Circumstances form is for students who have exceptional circumstances which are not taken into account through the initial FAFSA process. Please complete this form indicating your circumstances and submit it to our office with the required documentation in order for us to evaluate your need for additional assistance. Review of special circumstances will take place after you complete a 2019-2020 FAFSA, including utilization of the IRS Data Retrieval Tool (DRT) by both the student and/or parent, and after you receive an initial 2019-2020 award.

Ineligible Circumstances

The Office of Financial Assistance will not consider or make adjustments to your award package for any of the following circumstances:

- Parents refuse to help pay for college
- Mortgage, rent, car and car insurance
- Consumer debt (credit cards, etc.)
- Medical insurance premiums
- Reduced bonus incomes or commissions, or lottery/gambling winnings
- Chapter 7 Bankruptcy or reductions in income from bankruptcy proceedings
- Unusual expenses related to personal living (such as wedding expenses, loan payments, or legal fees)
- Home equity, IRA, 403B, and 401K loans
- Initial taxable retirement funds, pensions, or distributions

Student Name	Student ID	Phone Number (include area code)
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Unusual Medical Expenses

Required documentation:

- Attach a copy of medical and/or orthodontic expenses paid out of pocket. (paid receipts)
- Attach a detailed letter explaining what the medical expenses are for.

Loss of Income

Required documentation:

- Attach a letter explaining the circumstances around the involuntary loss of income (terminated, laid off, injury, or illness)
- Documentation supporting circumstances of loss of income (e.g. separation letter from previous employer, doctor's note if related to illness or injury)
- Submit a signed copy of your 2018 tax return transcript or 1040 Tax Return and W2. Must be signed by filer and preparer (if applicable).

Private School Tuition Expenses

Required documentation:

- Attach a copy of your invoice from the secondary school tuition expenses dated within the academic year (July 2019-May 2020)

REDUCTION IN INCOME DUE TO DIVORCE OR DEATH OF SPOUSE OR PARENT

Required documentation: Attach a detailed letter of explanation including the following

Submit the following, as applicable:

- Date of divorce or death of spouse or parent (if occurred after submitting the FAFSA) - Please include official divorce decree and all 2017 W2 forms, and/or a copy of the official death certificate

Dislocated Worker (student, parent, or spouse)

Required documentation: Please note, not all jobless individuals are considered dislocated workers. The Office of Financial Assistance will review the documents you submit to determine if the individual is a dislocated worker.

Submit the following, as applicable:

- Detailed personal statement regarding circumstances for loss of employment
- Proof of unemployment benefits due to lay off or loss of job (*unemployment benefits statement*)
- Proof from former employer indicating lay off or loss of job; must include last day of employment
- Proof that self-employment is terminated due to economic conditions or natural disaster (*detailed written statement, etc.*)
- Proof of being a dislocated homemaker who is no longer supported by the spouse and is now having trouble finding or upgrading employment (*detailed written statement, divorce decree, etc.*)

Certification & Signature(s)

I understand that this review will not change the outcome of my FAFSA results, but will only allow the Office of Financial Assistance the opportunity to review my circumstances to see if I might be eligible for additional grant funding. Submitting this form does not guarantee additional grant funding. **I certify the information on this form is complete and accurate and that I have attached the required documentation. If any of the information changes, I understand I must promptly notify the Office of Financial Assistance.**

Student Signature

Date

Parent signature (required for dependent students)

Date