2024-2025 Special Circumstance Request Form

Student Name: ____________________________  Student ID: ____________________________

Email: ____________________________  Phone: ____________________________

Your financial aid for the 2024-2025 academic year is based on 2022 income information. If you and/or your parent(s) circumstances have changed since the filing of your 2024-2025 financial aid applications, you may request a reevaluation of eligibility.

The following are examples of scenarios that may be eligible for a reevaluation of eligibility:

- Loss of income due to loss of employment or reduction in salary
- Death of a Parent or Spouse
- Divorce or Legal Separation
- One-Time/Non-Recurring Income
- Medical or Dental expenses paid out of pocket and not covered by medical or dental insurance during a single, recent year
- Dependency Override

Note, the following scenarios may not be considered for a reevaluation of eligibility:

- Loss of overtime or bonus income
- Fluctuations in self-employment or business income, although exceptions may be made in the case of businesses impacted by COVID-19
- Bankruptcy, foreclosure, or collections cost associated with outstanding debts
- Consumer debt such as credit cards, car payments, mortgage, and other loans
- Payments on back taxes owed to the IRS
- Lottery or gambling winnings or losses

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<th>Circumstance or Event</th>
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|       | Significant loss of income due to termination or involuntary separation from employer (Current income is significantly lower than the income reported on 2022 Income Tax forms) | • 2022 Federal Income Tax Returns (unless IRS DRT was used on FAFSA)  
• Copy of three most recent pay stubs for student and/or parent  
• Termination, Furlough, or Reduction-in-Force notification from employer  
• Severance Statement (if applicable)  
• Unemployment Benefits Statement (if applicable) |
|       | Death of Parent or Spouse (If 2022 Income Tax data reflects income from a now deceased member of the household) | • 2022 Federal Income Tax Returns  
• W-2 Income Statements  
• Death Certificate  
• Copy of three most recent pay stubs for student and/or parent |
|       | Divorce or Separation (If 2022 Income Tax data reflects joint income from a partner or parent who has since been divorced or legally separated and no longer contributed to household income) | • Divorce Decree  
• Legal Separation documentation and proof of current separate residences  
• 2022 Federal Income Tax Returns  
• W-2 Income Statement from student and/or parent |
| One-time/Non-Recurring Income | • Clarification of what the 1-time/non-recurring income was in reference to  
• Documentation such as IRA Distribution docs, Bill of Sale from the sale of property, and/or Form 1099 |
| Medical Expenses | • Documentation of outstanding/prior year medical bills not reimbursed or paid by insurance  
• Explanation of special circumstances |
| Dependency Override | • Contact the Financial Aid Office for more information on completing a separate Dependency Override Request Form and a listing of all required documentation to request a Dependency Override. |

**Statement of Event**

*Please use the space below to explain any information on this form or expand upon your family’s circumstances. All supporting/required documentation should be attached to this application and submitted together in one submission. Please ensure you have attached all required documentation. Incomplete requests will be denied.*

**Student Certification**

I/We certify that the information provided on this form as well as all attached supporting documentation is accurate and complete as of this date. I/We understand that the request for a financial aid re-evaluation is not guaranteed to result in a change to my financial aid eligibility and does not release me from payment of any balance due on my student account.

| Student Signature: | Date: |
| Parent Signature: | Date: |

**Office of Financial Aid**

Director:  
Date:  
Approved  
Denied