2026-2027 Special Circumstances Request Consideration Form

Student Name:	Student ID#:

Financial aid eligibility for the 2026-2027 academic year is calculated based on the information you provided on the Free Application for Federal Student Aid (FAFSA) using your 2024 tax return information.

The Department of Education and the Office of Financial Aid recognize that many families have changes in income or family situations that cannot be reflected in the 2024 tax return data. For this reason, it is possible for students to appeal their financial aid eligibility if they have unique financial circumstances.

A Special Circumstance Appeal may be filed if you have extenuating circumstances, which you believe warrant a reevaluation of your financial aid. Circumstances may include, but are not limited to:

- Loss or change of employment, including a separation from the military or retirement
- Loss or change in amount of child support, Social Security, or other benefits
- Divorce or separation of parents or spouse that occurs after the date the FAFSA was filed
- Death of parent(s) or spouse that occurs after the date the FAFSA was filed
- Unusual medical expenses (not covered by insurance) that make up more than 11 percent of your annual income
- One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)

Circumstances that are **NOT** considered extenuating include (but are not limited to) standard living expenses such as utilities and mortgage expenses, car payments, credit card, other personal debt, and all other discretionary expenses.

Please allow up to 2 weeks processing time from the time all documentation has been submitted. Submitted documentation will not be returned. Please do not submit originals. Notification of the decision by the Office of Financial Aid will be sent via email. All decisions made by the Office of Financial Aid concerning special circumstances are final. Please print, sign, and email all documents.

I certify that the information associated with this form is true and correct to the best of my knowledge. I understand that I may be asked to submit additional documentation to verify the information I have provided. Failure to provide this information will result in this request not being processed.

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

(Parent Signature is required only if student provided parental data on the FAFSA)

Check the box or boxes that apply to your situation and include ALL documentation listed next to each reason:

Reason	Documentation Required
☐ Loss or change of employment	○ Detailed letter explaining your circumstances ○ 2025 Tax Return Transcript for student (spouse and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Letter from former employer(s) stating last date of employment ○ Copy of unemployment compensation letter or signed statement that you did not or will not receive unemployment benefits ○ Copy of last paystub(s) from former employer(s) and current employer(s), if applicable. ○ Copy of DD214 and LES if request is due to discharge from active military duty
☐ Loss or change in amount of child support, Social Security, or other benefits	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ If benefit is terminated, provide documentation of monthly benefit amount and date of benefit termination ○ If benefits are reduced, provide documentation of original amount, date of reduction and reduced amount
☐ Divorce or separation of parents or spouse	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Copy of separation documentation, proof of separate households, or divorce decree
☐ Death of parent(s) or spouse	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Copy of death certificate
☐ Unusual medical expenses (not covered by insurance) that make up more than 11 percent of your income	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Proof of payment not covered by insurance
☐ One-time taxable income used for life changing events (e.g. IRA, pension distribution, back-year Social Security payments)	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Documentation to identify the source of income ○ Proof of payment and itemized statement showing how the funds were spent
☐ Student's parent has retired	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Documentation of monthly income sources for all retirement income, including social security (if applicable)
☐ Other	○ Detailed letter explaining circumstances ○ 2025 Tax Return Transcript for student (spouse) and parents (if dependent) ○ 2025 W-2's for student (spouse) and parents (if dependent) ○ Documentation of unreimbursed costs

During our review we may request further documentation to better determine your eligibility for a Special Circumstances Adjustment.